DEC STD 073-0 MANUFACTURING AND PACKAGING FOR PUBLICATIONS

DOCUMENT IDENTIFIER: A-DS-EL00073-00-0 Rev C1, 15-Oct-1991

ABSTRACT: This document contains packaging requirements for all publication products manufactured and/or distributed by software manufacturing areas worldwide.

Software manufacturing areas support products using the materials and specifications listed in this document.

APPLICABILITY: This standard is mandatory for all publication products manufactured and/or distributed by software manufacturing areas or that are produced directly through local vendors within respective geographical areas.

STATUS: APPROVED 15-Oct-1991; type VTX SMC for current status.

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Preface

DEC STD 073-0 has three chapters, eight appendixes, a glossary, and an index:

- Chapter 1 contains an introduction to this document. In addition to describing this document's objective, scope, audience, and history, it presents the packaging architecture and philosophy.
- Chapter 2 describes each documentation item and its specifications. These documentation items, taken together, represent a menu from which publications groups are to select when determining the documentation package for a product or set of products.
- Chapter 3 contains design specifications for the materials to be used in producing and manufacturing documentation. These specifications are provided for manufacturing personnel to make contracts with suppliers and are to be used by some personnel within the publications groups, such as production and editing staff.
- Appendix A provides the Company Identity Committee overview.
- Appendix B describes the waiver request process and contains a sample of the form.
- Appendix C contains the demand print specifications.
- Appendix D contains various conversion tables for international paper standards.
- Appendix E provides examples of the cost impact of using four-color process graphics.
- Appendix F shows the part class codes assigned to documentation and media components.
- Appendix G contains specifications for the packaging of media.
- Appendix H lists the referenced and related documents.

CHAPTER 1

INTRODUCTION

DEC STD 073-0 has the following major goals:

- To increase publications quality by specifying materials and packaging configurations that meet criteria for durability and ease of use, and by prohibiting those that do not
- To achieve consistency in packaging publications across the corporation
- To cut costs in manufacturing by reducing the number of allowable inventory items, by eliminating unnecessary (or nonfunctional) use of expensive material, and by prohibiting items that entail expensive production processes
- To help publications groups specify documentation items according to standard specifications

1.1 Products Governed by This Standard

DEC STD 073-0 is mandatory for all publication products manufactured and/or distributed by software manufacturing areas, that are produced directly through local vendors within respective geographical areas, and Publishing and Circulation Services (P&CS). Educational Services' courseware documentation and hardware documentation must conform to DEC STD 073-0. The specifications included in this document are also useful and appropriate for material produced elsewhere.

The following literature is outside the scope of DEC STD 073-0:

- Marketing and sales literature
- Software Dispatches
- Custom work for external business
- Third-party or independent software vendor (ISV) documentation
- DIGITAL PRESS books
- ASSETS library
- Personnel literature

However, these businesses are encouraged to use DEC STD 073-0 as a basic guideline for their documentation.

Because this is an international standard, the A4 and A5 paper sizes used in Europe and in the General International Area (GIA) are included. The A5 paper size, but not the A4 size, is also available in the United States. (See Table D–1.)

1.2 Audience

The audience for DEC STD 073-0 includes documentation, manufacturing, purchasing, and production personnel, as well as release engineers and new products planners.

1.3 Origination Philosophy and Process

DEC STD 073-0 was formulated by a committee representing various groups within the company including publications and manufacturing. The committee studied the basic types of documentation items currently in existence within the company, their purpose, their manufacturing merits, and their appropriateness in light of present and future Digital strategies. In general, the principles of ease of use, simplicity, consistency, customer satisfaction, and manufacturing quality and cost were applied to make decisions regarding which documentation items were required and what specifications they should have.

The DEC STD 073-0 Committee saw the need to create a standard that would promote consistency. Such a standard would also serve as an educational vehicle, enabling publications groups to easily select documentation items with the full knowledge that these items would meet Digital quality standards, would be consistent with documentation being produced by other groups, and would meet the needs for ease of manufacturability and internationalization.

It was the intent of the DEC STD 073-0 Committee to design a packaging standard that supports the goal of the Company Identity Committee (CIC). As stated in the Company Identity Committee Overview in Appendix A:

"The goal of the Company Identity Committee, a subcommittee of Digital's Executive Committee, is to develop a single, consistently implemented company identity and image system encompassing all the visual elements that combine to build the company's identity and image worldwide."

1.4 Packaging Architecture

When a customer receives a product from Digital, the box or boxes contain many separate items. Those items that are not media or marketing literature are documentation items. The publications groups and the Software Supply Businesses (SSB/ESSB, SD&Ds) create and produce these documentation items.

The sum of all documentation items in a product kit represents all the information that customers need to install and use the product. Thus, each individual documentation item meets some, but not all of the customers' total information needs. DEC STD 073-0 identifies the following documentation items by name and by material specifications:

- Manuals
  - Release notes
  - Update
  - Addenda
- Technical marketing manuals
- Quick reference guides
- Cards
- Software Product Descriptions (SPDs), cover letters, and customer letters
- Posters
- CDROM (compact disc read-only memory) media and documentation

Publications groups create a documentation set by selecting items from this list. Typically, with all products, customers receive a manual or set of manuals, including an installation guide, release notes, and a letter. Sometimes a quick reference guide, poster, or a card is also provided.

Publications groups may choose appropriate titles for the documentation items they create; there is no requirement that titles contain the name of the documentation items.

For example, a quick reference guide may be called a pocket guide; however, documentation groups must be sure to identify documentation items as well as the titles in the documentation plans.

Publications groups are expected to select the minimum number of documentation items required to adequately document the product or product set, bearing in mind that voluminous documentation and numerous documentation items may have a negative impact on the customer's perception of the product's ease of use. In this regard, publications groups may want to make judicious tradeoffs: deciding, for example, not to ship a quick reference guide because a poster is provided, or vice versa.

DEC STD 073-0 describes the material specifications of each documentation item; publications groups cannot alter these standard specifications unless a waiver is obtained. Additionally, publications groups are to use the waiver process to request documentation items not listed in this standard. If approved for use by one publications group, any such new documentation items would also be evaluated for possible inclusion in DEC STD 073-0, thereby becoming available for use by all publications groups within Digital. Appendix B describes the waiver process.

1.4.1 Materials Specifications

The following general guidelines apply to all documentation items:

- Standard text paper is white, #2 opaque, 50-pound; however, other paper stock is permitted for certain documentation items. (See Section 3.9 for more information about paper stock.)
- Black ink is standard. The use of other ink colors is restricted to cases where the color is used functionally, not for aesthetic purposes alone, with the exception of cards and covers. Section 3.6.1 describes the acceptable functional uses of color.
- All documentation items except SPDs, cover letters, customer letters, and CDROMs are to be shrinkwrapped. Documents with tabbed covers or tabbed dividers, posters, and manuals with 2 to 56 text sheets must have a chipboard protector shrinkwrapped with the document. Chipboard must not cover the document's part number and must be large enough to protect any tab extensions. (See Table 3–6 in Section 3.2 for chipboard requirements.)

DEC STD 073-0 also provides rules for packaging one item with another in a documentation kit and for binding multiple items together. These rules are:

- The primary binding methods for all manuals are perfect binding or ring binders. There are some exceptions, such was wire-O and saddle-stitch, defined in the specifications for the individual items.
- All manuals have front and back covers. (Section 3.3 shows the specifications for cover designs.) Perfect-bound, saddle-stitched, and wire-O documents have nontabbed covers. If there are multiple manuals in a binder, tabbed front covers are required. If there is only one manual in a binder, a tabbed front cover or a nontabbed cover may be used. All back covers are nontabbed covers.

1.4.2 Assembled Documentation Components (AI) Packaging

AA component part numbers are used to order a single manual (without binder and spine), and a GZ kit part number to order a complete documentation kit (one or more manuals with all necessary binders and spines). For most products, this ordering mechanism is quite satisfactory.

In some cases, however, when the customer orders a ring-bound single manual, it is important that the customer receive the accompanying binder and spine, no matter what part number is used. In these cases, a publications group may specify that the manual is to be assembled and assigned AI component packaging. (See Section 3.8.2.)

Manuals bound by any method may also use AI packaging when two or more books should be shipped to the customer.

The following are circumstances where publications groups may find AI packaging appropriate:

- The product documentation consists entirely of one manual in a single binder.
- The product documentation consists entirely of one manual that requires two binders to house it, or is printed as two perfect-bound manuals, and the customer requires both parts of the manual. An example of this situation would be a FORTRAN manual in two parts where one part is not used without the other.
- The product documentation set contains several manuals; one of these manuals requires two binders to house it, or is printed as two perfect-bound manuals and the customer requires both parts of this manual. In this case, AI packaging may be used for the two-binder manual, whether or not it is used for the other manuals in the documentation set.

In any of the circumstances listed, if the manual page size is 7×9 inches, AI packaging becomes even more desirable, since binders for this page size are not readily available in the marketplace.

In deciding to use AI packaging, publications groups should consider that AI manuals cannot be updated; they can only be revised. In other words, update pages are prohibited. This restriction is necessary because AI components are assembled and cannot be disassembled due to manufacturing costs incurred.

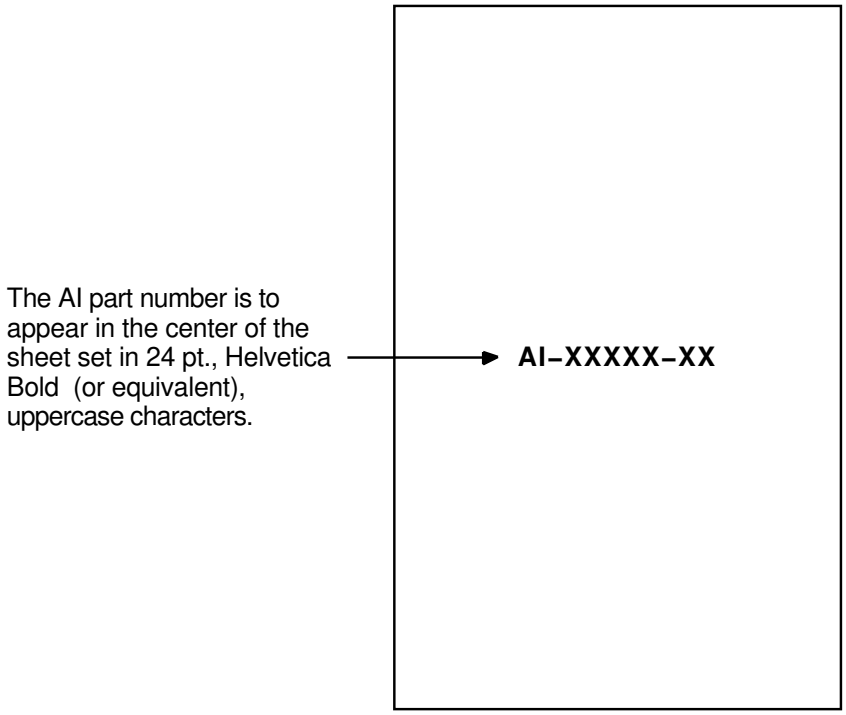
Update pages cannot be packaged separately and included with the AI kit because the part number of the update package cannot be associated with the part number of the assembled AI kit.

Publications groups should also consider that AI manuals are more costly because they include binders, spine inserts, and the associated assembly labor.

To specify AI packaging for manuals, a publications group must do the following:

1. Request both an AI and AA part number from Manufacturing. (If a single manual requires two binders, each part of the manual must have its own AA part number.)
2. Publish the AA part number on the manual title page, never the AI number.
3. Fill out the print specification section that refers to AI assembly.
4. Submit a repro for a slipsheet on which an AI part number is printed (centered). See Figure 1–1. Manufacturing will lay this sheet on top of the binder before shrinkwrapping the manual, binder, and spine. The trim size of the slipsheet should be the same trim size as the manual.

Figure 1–1: Sample AI Slipsheet Layout


The AI part number is to appear in the center of the sheet set in 24 pt., Helvetica Bold (or equivalent), uppercase characters.
AI–XXXXX–XX

For all single-binder AI packaging, Manufacturing will do the following:

1. Place tabbed dividers (and chipboard), if any, behind the front manual cover.
2. Place the spine on top of the front manual cover.
3. Shrinkwrap the spine with the manual.
4. Put the manual onto the binder rings.
5. Lay the slipsheet containing the AI part number on top of the front binder cover.
6. Shrinkwrap the slipsheet with the binder.

NOTE

Manufacturing sites may use plant-specific labeling methods (such as bar coding) in place of the slipsheet.

For multibinder AI packaging, manufacturing will do steps 1 through 4 for each binder, lay the slipsheet on top of the binders, and then shrinkwrap the slipsheet and the multiple binders as a package.

For perfect-bound, wire-O, and saddle-stitched AI packaging, manufacturing will lay the slipsheet on top of the manuals and then shrinkwrap the slipsheet and manuals as a package.

NOTE

Because the AI part number does not appear anywhere in manuals, publications groups are responsible for tracking manuals that are AI components. The SSB new products planner can help identify AI components.

1.4.3 Educational Services Course Materials

All Educational Services course materials manufactured by the SSB must comply with DEC STD 073-0.

1.4.4 Linguistic Exceptions to Packaging Requirement

To accommodate the requirements of languages that are not read from left to right, packaging specifications may be modified as needed while adhering as much as possible to the specifications of this standard.

1.4.5 Bar Code Considerations

DEC STD 047-0 Bar Code Symbology Criteria and *DEC STD 047-1 Bar Code: Product and Shipping Carton/Container Labelling* identify the technical requirements for the use of bar coding on products. Although some software manufacturing areas do not currently use bar coding, it is anticipated they will in the near future.

For documentation items that may include bar code symbology, the bar code must be placed on the outside of the item where the bar code can be scanned. For media, miscellaneous documentation items and demand-printed products, adhesive bar code labels may be applied.

1.4.6 Audio and Video Tapes

A product group may include an audio or video tape with a software product. Packaging specifications for these tapes can be found in Media Services' *AV Packaging Guidelines*.

CHAPTER 2

STANDARD DOCUMENTATION ITEMS

This chapter details the specifications of each documentation item covered by this standard. Section 2.1 details the specifications common to most manuals. Subsections of Section 2.1 show the variations to these manuals.

NOTE

To avoid confusion in the interpretation of terminology, all references to page-counts are given in sheets rather than in pages. Thus, each text sheet represents two pages.

2.1 Manuals

Commonly included within the category of manuals are installation guides, reference manuals, user guides, tutorials, and master indexes. Technical marketing manuals are a special type of manual; they have their own specifications. (See Section 2.2.) Manuals are printed in one of the four standard trim sizes (8-1/2 $\times$ 11 inches, 7 $\times$ 9 inches, A4, and A5) and can be perfect-bound, saddle-stitched, ring-bound, or white wire-O bound.

The following sections detail the specifications for the manuals allowed in this standard.

2.1.1 Perfect-Bound, Saddle-Stitched, and Wire-O Bound Manuals

Perfect binding, saddle stitching, and white wire-O can be used for any manual in a documentation set. The page count and general usage of the manual determine which of these binding methods to use. Internal tabbed dividers and tabbed covers cannot be used with any of these binding methods. Drilling is not allowed. See Chapter 3 for more information on these binding methods.

The following specifications apply to manuals that are perfect-bound, saddle-stitched, or wire-O:

Binding method:	4 through 56 text sheets: saddle stitching 56 through 500 text sheets: perfect binding 4 through 195 text sheets: white wire-O
Trim sizes:	8-1/2 x 11 inches, 7 x 9 inches, A4, and A5
Text stock:	50-pound, white, opaque
Drilling:	None
Internal dividers:	Nontabbed dividers, when used, are inserted in place within the manual text.
Nontabbed divider stock:	Same as text paper used in manual
Spine cover:	Saddle-stitched and wire-O bound manuals have no spine. A perfect-bound manual's spine is part of the cover.
Covers:	Nontabbed front covers. Optional graphics allowed. (See Figures 3–6 to 3–23 for layouts.)
Cover stock:	10-point, Bristol/Cover, white, coated one side

2.1.2 Ring-Bound Manuals

Ring-bound manuals may be used in combination with other manuals bound separately or may be used for the entire documentation set.

The following specifications apply to ring-bound manuals:

Binding method:	Ring binders (See Table 3–2 for sheet capacity of binders.)
Trim sizes:	8-1/2 x 11 inches, 7 x 9 inches, A4, and A5
Text stock:	50-pound, white, opaque
Drilling:	Ring-bound manuals are drilled.
Internal dividers:	Tabbed or nontabbed dividers When internal tabbed dividers are used, locator pages are to be provided to instruct customers where to insert tabbed dividers. Nontabbed dividers, when used, are inserted in place within the manual text.
Tabbed divider stock:	9-point, Bristol/Cover, white, coated two sides
Locator pages:	Same as text paper used in manual
Nontabbed divider stock:	Same as text paper used in manual
Spine inserts:	Spine inserts are used on all ring binders to identify binder content.
Spine insert sizes:	8-1/2 x 11 inch manuals: 1-5/8 x 7 inches (41 x 178 mm) 7 x 9 inch manuals: 1-5/8 x 4-1/2 inches (41 x 114 mm) A4 manuals: 41 x 178 mm (1-5/8 x 7 inches) A5 manuals: 41 x 102 mm (1-5/8 x 4 inches)
Spine insert stock:	10-point, Bristol/Cover, white, coated one side
Covers:	If there are multiple manuals in a ring binder, tabbed front covers are used for each manual. If there is a single manual in a ring binder, either a tabbed or a nontabbed front cover is used. Optional graphics allowed. (See Figures 3–6 to 3–23 for layouts.)
Cover stock:	10-point, Bristol/Cover, white, coated one side

2.1.3 Release Notes

Release notes describe new or changed product features, bug fixes, restrictions, known problems, and workarounds. Publications groups can provide online release notes, printed release notes, or both. Online release notes, however, are encouraged to ensure that all users have access to the information.

The following specifications apply to printed release notes:

Binding Method:	Ring binders (See Table 3–2 for sheet capacity of binders.)
If bound separately:	
	2 through 13 text sheets: corner stapling
	4 through 56 text sheets: saddle stitching
	4 through 195 text sheets: white wire-O
	56 through 500 text sheets: perfect binding
Trim sizes:	8-1/2 x 11 inches, 7 x 9 inches, A4, and A5
Text stock:	50-pound, white, opaque
Drilling:	Ring-bound release notes are drilled. Saddle-stitched, corner-stapled, and perfect-bound release notes may be drilled to allow the customer to put the manual in a ring binder after shipment. Wire-O bound release notes cannot be drilled.
Internal dividers:	Nontabbed dividers may be used.
Nontabbed divider stock:	Same as text paper used in manual
Covers:	Corner-stapled release notes have no covers.
	Nontabbed front and back covers are used for saddle-stitched, perfect-bound, or wire-O bound release notes.
	Tabbed front covers can be used for ring-bound release notes and must be used if there are multiple manuals within the ring binder.
	Optional graphics allowed. (See Figures 3–6 to 3–23 for layouts.)
Cover stock:	10-point, Bristol/Cover, white, coated one side

2.1.4 Updates

An update is a package of loose replacement pages for a published ring-bound manual. Covers are not used.

AI manuals cannot be updated. (See Section 1.4.2.)

Customers insert the new pages into their ring binders. Generally, updates are used when 30 percent or less of the manual's page count is changed, including front and back matter.

The update package matches the trim size, drill, and stock used in the published manual. Generally, the update pages carry a date.

The update package includes:

- Update notice page with a part number and instructions for using the replacement pages
- New title page
- New copyright page
- New table of contents (no change bars)
- Replacement pages with change bars for new or revised material
- New index (no change bars)

The whole package is shrinkwrapped with chipboard.

Use point pages to deal with material that runs longer in the replacement pages than it did in the original book. For example, page 1-5 can run to pages 1-5.1, 1-5.2, and so on.

The part number for an update package is based on the part number for the original book. An update package for document item AA-LA98A-TE becomes AD-LA98A-T1. Note the changes in the second and last characters.

2.1.5 Addenda

An addendum is a supplement to a published manual that supplies important information. Addenda are used only for a limited number of special situations. Errata sheets can generally be handled as cover letters. (See Section 2.5.2.) Trim size and stock used for the published manual must also be used for the corresponding addendum.

An addendum is the only method of adding or correcting information in a published manual that is bound using a method other than ring binding.

An addendum can also be used when the published manual will not be revised in the near term. Hardware manuals, for example, are often amended or corrected with addenda rather than updates. This practice is often economical, because the same addendum can often be used in a variety of similar documentation sets (for example, sets for a variety of computer processor families).

Addenda allow distribution of all the additions and corrections related to a new hardware processor or option. These additions and changes to one or more manuals in a documentation set are collected in one place: an addendum related to that processor or option.

Addenda are separate entities with part numbers like other manuals.

Binding method:	If the corrected manual is ring-bound, the addendum is drilled and shrinkwrapped.
	If the corrected manual is perfect-bound, saddle-stitched, or wire-O bound:
	2 through 13 text sheets: corner stapling
	4 through 56 text sheets: saddle stitching
	4 through 195 text sheets: wire-O
	56 through 500 text sheets: perfect binding
Covers:	Corner-stapled addenda have no covers.
	Nontabbed front and back covers are used for saddle-stitched, wire-O, or perfect-bound addenda.
	Tabbed or nontabbed front covers, and back covers are used for ring-bound addenda.
	Optional graphics allowed. (See Figures 3–6 to 3–23 for layouts.)

2.2 Technical Marketing Manuals

Technical marketing manuals offer one additional trim size (5-1/4 x 8). They are documents that must meet all of the following criteria:

- Technical marketing manuals are used in various marketing circumstances, such as presales situations, trade shows, and DECUS symposia.
- Whether they are standalone documents or part of a product's documentation kit, technical marketing manuals are produced and distributed through the SSB, not through standard marketing channels. (Documents distributed through marketing channels are not covered by this standard.)
- Technical marketing manuals are intended for decision-making. They give an overview of product capabilities and components that allow readers to make informed choices as to whether that product meets their needs.

- Technical marketing manuals do not contain detailed reference information or step-by-step user information.

The following specifications apply to technical marketing manuals:

Binding method:	4 through 56 text sheets: saddle stitching
	4 through 195 text sheets: white wire-O
	56 through 500 text sheets: perfect binding
Trim sizes:	8-1/2 x 11 inches, 7 x 9 inches, 5-1/4 x 8 inches, A4, and A5
Text stock:	50-pound, white, opaque
Drilling:	None
Internal dividers:	Nontabbed dividers may be used.
Covers:	Nontabbed front covers
	Optional graphics allowed. (See Figures 3–6 to 3–23 for layouts.)
Cover stock:	10-point, Bristol/Cover, white, coated one side

2.3 Quick Reference Guides

Quick reference guides summarize product features, such as commands. Quick reference guides are classified as large or small. Large quick reference guides are sometimes called quick lookup guides; the small ones, pocket guides.

Publications groups should select the style that best accommodates the dimensions of the material to be presented.

Quick reference guides are printed in vertical or horizontal orientation and bound on either the long or short side. See Figures 3–8, 3–13, and 3–21 for vertical layouts and 3–10, 3–15, and 3–23 for the horizontal layouts.

If quick reference materials are to be inserted in the inside binder pocket, thickness is a special consideration because the inside binder pocket can accommodate material of only a limited thickness. See Table 3–2 for the pocket capacity of the various size ring binders, and Tables 3–3 and 3–5 to estimate a quick reference guide's paper bulk.

Because of postal regulations and manufacturing restrictions, reader's comments pages on small quick reference guides are not advised. If a reader's comments page on a small quick reference guide is necessary, produce the reader's comments page as an unfolded card. See Section 2.4.1.

2.3.1 Large Quick Reference Guides

The following specifications apply to large quick reference guides:

Trim sizes:	7 x 9 inches and A5
Text stock:	50-pound, white, opaque or 65-pound cover-weight stock
Binding method:	65-pound: 4 through 89 text sheets: white wire-O
	50-pound: 4 through 56 text sheets: saddle stitching 56 through 500 text sheets: perfect binding 4 through 195 text sheets: white wire-O
Drilling:	None
Internal dividers:	Nontabbed dividers may be used
Nontabbed divider stock:	Same as text stock used in manual
Covers:	Nontabbed front and back covers
	Optional graphics allowed. (See Figures 3–6 to 3–23 for layouts.)
Cover stock:	10-point, Bristol/Cover, white, coated one side

2.3.2 Small Quick Reference Guides

The following specifications apply to small quick reference guides:

Trim size:	4 x 8 inches
Text stock:	50-pound, white, opaque
Binding method:	4 through 24 text sheets: saddle stitching
	56 through 500 text sheets: perfect binding
	4 through 195 text sheets: white wire-O
Drilling:	None
Nontabbed Internal dividers:	Nontabbed dividers may be used
Internal divider stock:	Same as text stock used in manual
Covers:	Nontabbed front and back covers
	Optional graphics allowed. (See Figures 3–6 to 3–23 for layouts.)
Cover stock:	10-point, Bristol/Cover, white, coated one side

2.4 Cards

Cards are unbound material that can be used separately from a manual. Some examples are reference and installation material. The two types of cards are unfolded (two pages or panels) and folded (more than two panels).

All cards include the DIGITAL logo (with the TM superscript to the right), the part number, and the standard copyright line:

© Digital Equipment Corporation. YYYY. All Rights Reserved.

2.4.1 Unfolded Cards

An unfolded card is a single sheet printed on one or two sides.

The following specifications apply to unfolded cards:

Trim sizes:	Any size up to 8-1/2 x 11 inches or up to A4 (210 x 297 mm)
Stock:	12-point, Bristol/Cover, white, coated two sides
Varnish:	Gloss varnish, full bleed coverage (optional)
Ink:	In addition to black, up to two other ink colors may be used for either functional or aesthetic purposes. The choice of ink colors is not limited to the palette of colors listed in Section 3.6.2.

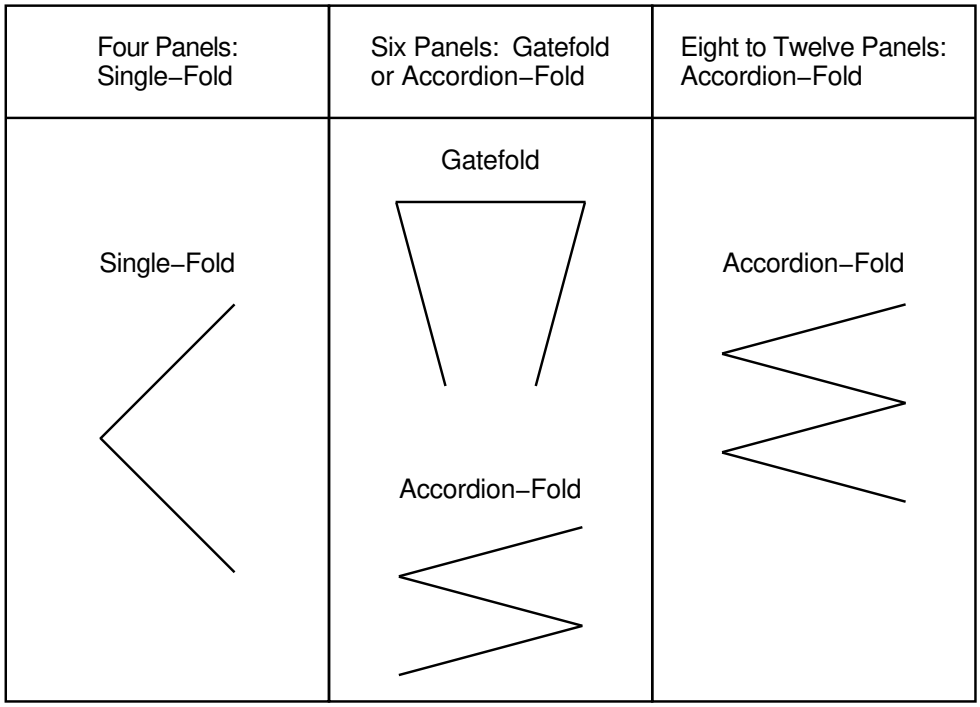
2.4.2 Folded Cards

Folded cards provide multiple panels (the image area between folds) for printing. The maximum number of folds is 10, which gives up to 22 panels of information. The folding method used depends on the number of panels to be presented, as shown in Figure 2–1.

Optionally, the front panel of folded cards can follow the same general design of the other covers in the documentation set. Cards can use PMS 403C (midrange grey) ink, use a screen percentage of black to produce the effect of grey ink, or be white. Publications groups should position the part number on the card to be visible if shrinkwrapped with chipboard.

If the cover graphic is used on folded cards, it must match one of the existing front cover layouts.

Figure 2–1: Card Folding Methods



Cards cannot be perforated; however, all cards are scored for easier folding.

The following specifications apply to folded cards:

Finished sizes:	Single-fold cards: a maximum of 8-1/2 x 11 inches or A4 (210 x 297 mm) Multiple-fold cards: either 3-1/2 x 7 inches or 4 x 8 inches
Flat size:	Single-fold cards: a maximum of 11 x 17 inches or A3 flat (297 x 420 mm) Multiple-fold cards: (See Table 2–1.)
Stock:	9-point, Bristol/Cover, white, coated two sides
Varnish:	Gloss varnish, full bleed coverage (optional)
Ink:	In addition to black, up to two other ink colors may be used for either functional or aesthetic purposes. The choice of ink colors is not limited to the palette of colors listed in Section 3.6.2.

Table 2–1 shows the flat and finished sizes for the 3-1/2 $\times$ 7 inch and 4 $\times$ 8 inch card sizes.

Table 2–1: Flat and Finished Sizes for Multiple-Fold Cards

Finished Size	Flat Size				
	1 Fold (4 panels)	2 Folds (6 panels)	3 Folds (8 panels)	4 Folds (10 panels)	5 Folds (12 panels)
4 x 8 inches	8 x 8 inches (203 x 203 mm)	12 x 8 inches (305 x 203 mm)	16 x 8 inches (406 x 203 mm)	20 x 8 inches (508 x 203 mm)	24 x 8 inches (610 x 203 mm)
3-1/2 x 7 inches	7 x 7 inches (178 x 178 mm)	10-1/2 x 7 inches (267 x 178 mm)	14 x 7 inches (356 x 178 mm)	17-1/2 x 7 inches (445 x 178 mm)	21 x 7 inches (533 x 178 mm)

NOTE

To determine the flat size for 6 through 10 folds, add either 3-1/2 or 4 inches for each additional fold.

2.5 SPDs, Cover Letters, and Customer Letters

Documentation kits may also contain SPDs, cover letters, and customer letters.

In general, customer letters are rarely used in documentation kits. Rather, cover letters are used to convey important technical changes, restrictions, workarounds, and getting started information.

2.5.1 SPDs

SPDs are legal documents describing the important functional characteristics of licensed Digital software products. Text is printed on both sides of the sheet.

The following specifications apply to SPDs:

Binding method:	2 through 13 text sheets: corner stapling 4 through 56 text sheets: saddle stitching
Trim sizes:	8-1/2 x 11 inches and A4
Stock:	50-pound, white, opaque
Drilling:	None
Ink:	Black

2.5.2 Cover Letters

Cover letters may be customer surveys, preinstallation information or errata sheets, and so on. Cover letters must contain a part number and a copyright statement on the first page. The copyright statement must comply with one of the following options, depending on the availability of the copyright symbol:

When the © symbol is available, use:

© Digital Equipment Corporation. YYYY. All Rights Reserved.

When the © symbol is not available, use:

Copyright (c) Digital Equipment Corporation. YYYY. All Rights Reserved.

For cover letters:

- Text is printed on one or two sides of the sheet.
- A cover letter is not printed on Digital letterhead.
- No signature is printed.

The following specifications apply to cover letters:

Binding method:	2 through 13 text sheets: corner stapling
Trim sizes:	8-1/2 x 11 inches, 7 x 9 inches, A4, and A5
Stock:	50-pound, white, opaque
Drilling:	None
Ink:	Black

2.5.3 Customer Letters

A customer letter is a formal correspondence that carries a facsimile signature printed on Digital letterhead with the DIGITAL logo. Refer to the *Company Identity Manual* for technical specifications and for layout information. Customer letters must not contain any information that would normally be protected by a copyright. Text is printed on one side only. For software kits, offset printing or xerographic printing is used, not matte thermography.

The print supplier will print the letterhead logo and facility address for major facilities. Your local Purchasing group can verify whether or not the supplier stocks letterhead for a facility.

If the print supplier has letterhead for the facility issuing the customer letter, the publications group must submit repro for the text of the letter and the facsimile signature. The author's name may be typed or written. The publications group must know the letterhead layout for the appropriate size letter so that the text will be positioned properly.

If the supplier does not have letterhead for the facility, the publications group must type the letter on the appropriate letterhead, supply the DIGITAL logo on an overlay, and mark up for color printing in accordance with the *Company Identity Manual* specifications.

The following specifications apply to customer letters:

Binding method:	2 through 13 text sheets: corner stapling
Trim sizes:	8-1/2 x 11 inches, 7 x 9 inches, A4, and A5
Stock:	24-pound, 25 percent cotton fiber writing, bright white
Ink:	DIGITAL logo: PMS 307 (blue)

	Facility location: Black
	Text: Black
	Signature: Black (Use a black felt-tip pen.)
Drilling:	None

2.6 Posters

Posters are used to convey needed technical information to the customer and may be used to replace information typically found in quick reference guides and cards. This standard does not cover posters used for marketing purposes.

Posters use standard sheet sizes, are printed on one side, and are folded and trimmed to match the manual sizes. Posters include the DIGITAL logo (with the TM superscript to the right), the part number, and the standard copyright line:

© Digital Equipment Corporation. YYYY. All Rights Reserved.

The following specifications apply to posters:

Flat sizes:	Refer to Table 3–17 for sheet measurements for posters.
Finished sizes:	8-1/2 x 11 inches, 7 x 9 inches, A4, and A5
Stock:	80-pound text stock, white, coated two sides
Ink:	In addition to black, up to two other ink colors may be used for either functional or aesthetic purposes. The choice of ink colors is not limited to the palette of colors listed in Section 3.6.2.

Publications groups must submit a repro sheet for the slipsheet, on which the poster part number is printed (centered). The slipsheet is the same size as the finished size of the poster. Chipboard is to be included with the shrinkwrapped poster.

2.7 CDROM Media and Documentation

NOTE

The packaging specifications for the vinyl album, spine insert, and compact disc documentation (5-1/4 × 5-3/4 inches) will be replaced by an environmentally safe CDROM folder. Features of this folder include housing up to 12 CDROM discs and standard 8-1/2 × 11 inch or A4 documentation.

2.7.1 CDROM Care and Handling Sheet

The CDROM Care and Handling instruction sheet shows how to handle and store the disc. It is a generic item, held in stock and printed in bulk. The product group may choose to use the instruction sheet in stock or to include the exact text within the CDROM booklet.

The following specifications apply to CDROM Care and Handling sheets:

Trim size:	8-1/2 × 11 inches and A4
Stock:	50-pound, white, opaque
Ink:	Black

2.7.2 CDROM Booklet

The CDROM booklet provides detailed instructions for mounting and handling the disc and lists the contents included on the disc. The specifications are restrictive to facilitate immediate product turnaround. The same stock is used for text and the cover (self covered).

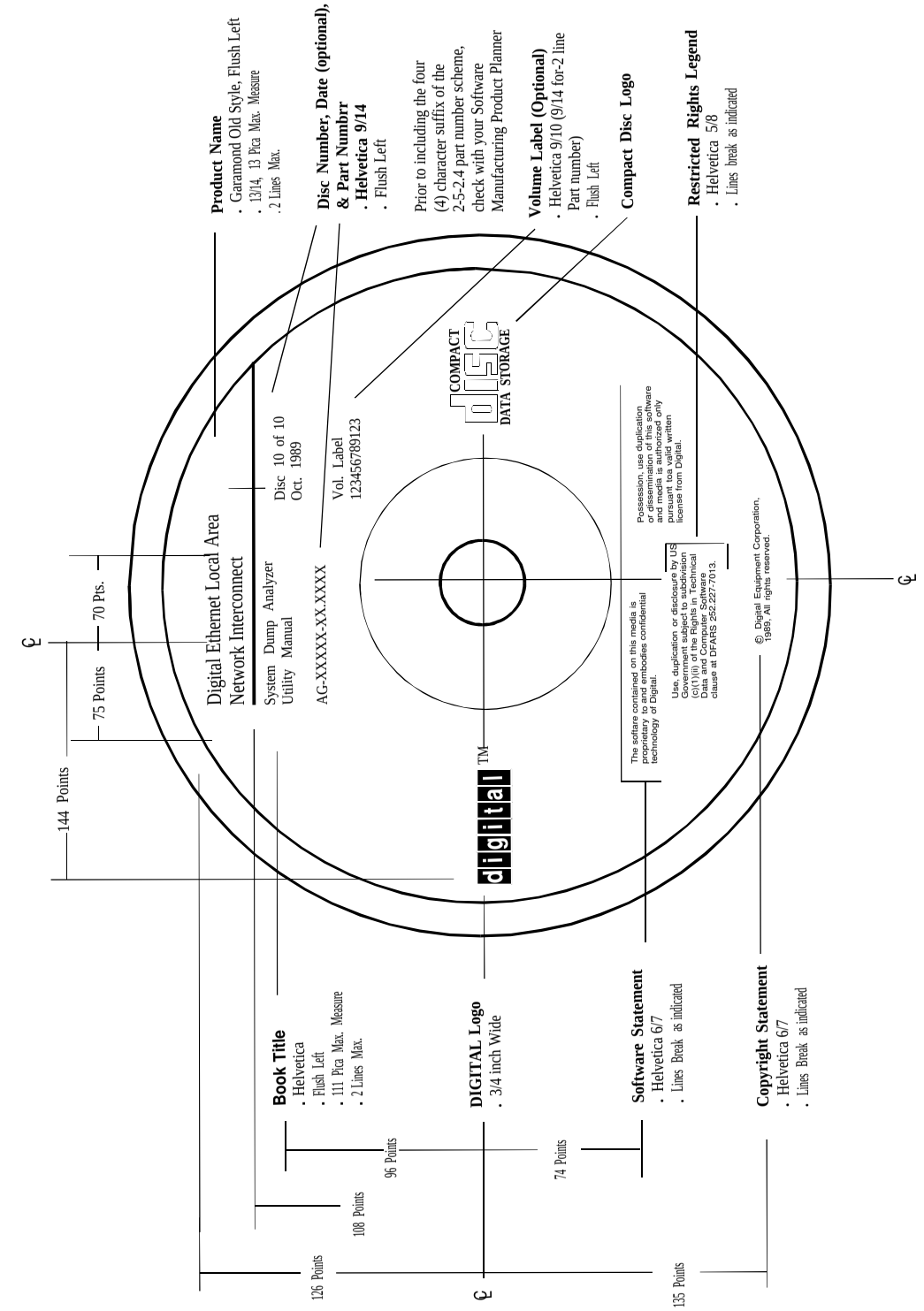
The following specifications apply to CDROM Disc Contents booklets:

Trim size:	8-1/2 × 11 inches and A4
Stock:	50-pound, white, opaque
Ink:	Black
Binding method:	2 through 21 text sheets: corner stapling
Drilling:	Not applicable

2.7.3 CDROM Disc Label

The CDROM disc label is printed directly on the disc by the supplier. See Figure 2–2 for an illustration of a CDROM with a printed label. The illustration shows the layout and the specifications for the label.

Figure 2–2: CDROM Disc Label


Product Name
. Garamond Old Style, Flush Left
. 13/14, 13 Pica Max. Measure
. 2 Lines Max.
Disc Number, Date (optional), & Part Numbrr
. Helvetica 9/14
. Flush Left
Prior to including the four (4) character suffix of the 2-5-2.4 part number scheme, check with your Software Manufacturing Product Planner
Volume Label (Optional)
. Helvetica 9/10 (9/14 for-2 line Part number)
. Flush Left
Compact Disc Logo
Restricted Rights Legend
. Helvetica 5/8
. Lines break as indicated
Digital Ethernet Local Area Network Interconnect
System Dump Analyzer Utility Manual
AG-XXXXX-XX.XXXX
Disc 10 of 10
Oct. 1989
Vol. Label
123456789123
COMPACT DISC DATA STORAGE
digital TM
The software contained on this media is proprietary to and embodies confidential technology of Digital.
Possession, use duplication or dissemination of this software and media is authorized only pursuant toa valid written license from Digital.
Use, duplication or disclosure by US Government subject to subdivision (c)(1)(ii) of the Rights in Technical Data and Computer Software clause at DFARS 252.227-7013.
© Digital Equipment Corporation, 1989. All rights reserved.
Book Title
. Helvetica
. Flush Left
. 111 Pica Max. Measure
. 2 Lines Max.
DIGITAL Logo
. 3/4 inch Wide
Software Statement
. Helvetica 6/7
. Lines Break as indicated
Copyright Statement
. Helvetica 6/7
. Lines Break as indicated
144 Points
75 Points
70 Pts.
126 Points
108 Points
96 Points
74 Points
135 Points

CHAPTER 3

DOCUMENTATION MANUFACTURING SPECIFICATIONS

Paper and CDROM are the acceptable media choices for publications. The following sections are in alphabetical order and contain specifications for paper (hardcopy) publications. This standard does not address specifications for electronic distribution. See Appendix C for demand print specifications.

3.1 Binding Methods

Perfect binding and ring binders specified in this section are the standard binding methods. Corner-stapled, saddle-stitched, and wire-O bindings are alternative binding methods to which certain restrictions apply. See the sections on individual documentation items in Chapter 2 for the appropriate use.

3.1.1 Perfect Binding

The use of perfect binding for documentation has been greatly expanded allowing flexibility to documentation groups for the design of products. Because perfect-bound books are easy to use, cost effective, and recyclable, documentation groups should consider perfect binding as the primary binding method. Table 3–1 shows the sheet capacities for perfect binding.

Table 3–1: Sheet Capacity for Perfect Binding

Binding Method	Minimum Sheets		Maximum Sheets	
	50-Pound	70-Pound	50-Pound	70-Pound
Perfect Binding	56	42	500	375

3.1.2 Ring Binders

All ring binders are vinyl, PMS 403 (midrange grey) and have O-ring mechanisms. All binders have a clear acetate pocket on the spine to hold the spine insert as well as a vinyl pocket on the inside front cover. The DIGITAL logo is printed in white at the bottom of the spine and on the front cover. Figure 3–1 shows a sample ring binder layout.

Table 3–2 lists the ring binder specifications. Some binders, noted in the table, have an easel back, which lets customers stand the binders up on their desks for easy reference. Binders designed to accommodate linguistic exceptions are not included in this table.

NOTE

When checking page counts to determine the contents and capacity of ring binders, count the text sheets that go into the binder, the covers, the dividers, and chipboard. Each cover and divider is equivalent to four sheets of 50-pound opaque paper and chipboard is equivalent to eight sheets of 50-pound opaque paper. In addition, if it

is anticipated that update or addenda pages will be added to the binder at a later time, additional space should be planned.

Manuals using four-color process printing require 70-pound opaque paper, resulting in a lower page-per-inch binder capacity than with 50-pound opaque paper. Table 3–2 provides the sheet capacities for the various ring binders when using 50-pound and 70-pound paper.

To avoid confusion in the interpretation of terminology, all references to page counts are given in sheets rather than in pages. Thus, each text sheet represents two pages.

Figure 3–1: Ring Binder Layout

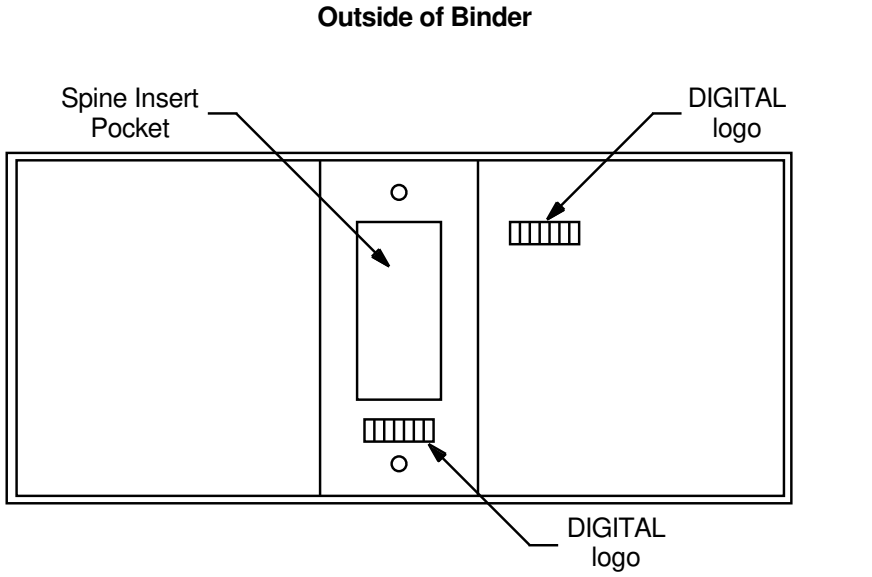


Table 3–2: Ring Binder Specifications

Part Number	Trim Size	Binder Size (HxWxT)	Ring Diameter	Rings	Between Rings	Sheet Capacity[2] 50# Paper	Sheet Capacity[2] 70# Paper	Pocket[3] Capacity
99-07642-01	8-1/2 x 11 inches (215 x 280 mm)	11-5/8 x 10-3/4 x 2 inches (295 x 272 x 50 mm)	1-1/2 inches (38 mm)	3	4-1/4 inches (108 mm)	120 to 243	72 to 146	1/4 inch (6.4 mm)
99-07643-01	8-1/2 x 11 inches (215 x 280 mm)	11-5/8 x 11-1/4 x 2-1/2 inches (295 x 284 x 64 mm)	2 inches (50 mm)	3	4-1/4 inches (108 mm)	230 to 324	138 to 195	5/16 inch (7.9 mm)
99-07644-01	8-1/2 x 11 inches (215 x 280 mm)	11-5/8 x 11-3/4 x 3-1/8 inches (295 x 298 x 79 mm)	2-1/2 inches (60 mm)	3	4-1/4 inches (108 mm)	310 to 405	186 to 243	3/8 inch (9.5 mm)
99-07704-01[1]	7 x 9 inches (178 x 229 mm)	10-1/8 x 9-1/8 x 2 inches (257 x 232 x 50 mm)	1-1/2 inches (38 mm)	3	3-1/2 inches (89 mm)	120 to 243	72 to 146	3/16 inch (4.8 mm)
99-07705-01[1]	7 x 9 inches (178 x 229 mm)	10-1/8 x 9-5/8 x 2-3/4 inches (257 x 244 x 70 mm)	2 inches (50 mm)	3	3-1/2 inches (89 mm)	230 to 324	138 to 195	1/4 inch (6.4 mm)
99-07706-01	7 x 9 inches (178 x 229 mm)	10-1/8 x 10-1/8 x 3-1/4 inches (257 x 257 x 82 mm)	2-1/2 inches (60 mm)	3	3-1/2 inches (89 mm)	310 to 405	186 to 243	5/16 inch (7.9 mm)
99-07671-01	A4	312 x 264 x 50 mm (12-1/4 x 10-1/8 x 2 inches)	38 mm (1-1/2 inches)	4	80 mm (3-1/8 inches)	120 to 243	72 to 146	6.4 mm (1/4 inch)
99-07672-01	A4	312 x 276 x 64 mm (12-1/4 x 10-7/8 x 2-1/2 inches)	50 mm (2 inches)	4	80 mm (3-1/8 inches)	230 to 324	138 to 195	7.9 mm (5/16 inch)
99-07673-01	A4	312 x 289 x 78 mm (12-1/4 x 11-3/8 x 3-1/16 inches)	60 mm (2-1/2 inches)	4	80 mm (3-1/8 inches)	310 to 405	186 to 243	9.5 mm (3/8 inch)
99-07653-01[1]	A5	235 x 210 x 50 mm	38 mm	3	70 mm	120 to 243	72 to 146	4 mm

[1]This binder has an easel back rather than a standard back.

[2]Minimum sheet capacities are suggested for aesthetic reasons. Using fewer sheets than the minimum does not require a waiver.

[3]Pocket capacity indicates the maximum thickness of paper documents or the maximum diameter of wire-O rings that will fit in the inside binder pocket. Table 3–5 provides the sheet capacities for wire-O binding.

Table 3–2 (Cont.): Ring Binder Specifications

Part Number	Trim Size	Binder Size (HxWxT)	Ring Diameter	Rings	Between Rings	Sheet Capacity[2] 50# Paper	Sheet Capacity[2] 70# Paper	Pocket[3] Capacity
		(9-1/4 x 8-1/4 x 2 inches)	(1-1/2 inches)		(2-3/4 inches)			(5/32 inch)
99-07653-02[1,4]	A5	235 x 210 x 50 mm (9-1/4 x 8-1/4 x 2 inches)	38 mm (1-1/2 inches)	2	80 mm (3-9/64 inches)	120 to 243	72 to 146	4 mm (5/32 inch)
99-07654-01[1]	A5	235 x 222 x 70 mm (9-1/4 x 8-3/4 x 2-3/4 inches)	50 mm (2 inches)	3	70 mm (2-3/4 inches)	230 to 324	138 to 195	4.8 mm (3/16 inch)
99-07654-02[1,4]	A5	235 x 222 x 70 mm (9-1/4 x 8-3/4 x 2-3/4 inches)	50 mm (2 inches)	2	80 mm (3-9/64 inches)	230 to 324	138 to 195	4.8 mm (3/16 inch)
99-07655-01	A5	235 x 235 x 81 mm (9-1/4 x 9-1/4 x 3-3/16 inches)	60 mm (2-1/2 inches)	3	70 mm (2-3/4 inches)	310 to 405	186 to 243	6.4 mm (1/4 inch)
99-07655-02[4]	A5	235 x 235 x 81 mm (9-1/4 x 9-1/4 x 3-3/16 inches)	60 mm (2-1/2 inches)	2	80 mm (3-9/64 inches)	310 to 405	186 to 243	6.4 mm (1/4 inch)

[1]This binder has an easel back rather than a standard back.

[2]Minimum sheet capacities are suggested for aesthetic reasons. Using fewer sheets than the minimum does not require a waiver.

[3]Pocket capacity indicates the maximum thickness of paper documents or the maximum diameter of wire-O rings that will fit in the inside binder pocket. Table 3–5 provides the sheet capacities for wire-O binding.

[4]This part number is an additional European size with two rings rather than three.

Table 3–3 provides guidelines for estimating paper bulk for manuals that are not wire-O bound.

Table 3–3: Estimating Sheets in U.S. and Metric Dimensions

		Approximate Number of Text Sheets	
U.S.	Metric	50-Pound Opaque	70-Pound Opaque
1/8 inch	3 mm	33	25
3/16 inch	5 mm	50	38
1/4 inch	6 mm	67	50
3/8 inch	10 mm	100	75
1/2 inch	13 mm	133	100
9/16 inch	14 mm	158	118
5/8 inch	16 mm	166	125
3/4 inch	19 mm	210	158
7/8 inch	22 mm	233	175
1 inch	25 mm	266	200
2 inch	50 mm	532	400

Notes:

The addition of a front and back cover will add 1/32 inch (0.8 mm) to the bulk shown in column 1.
Each tabbed divider adds 1/64 inch (0.4 mm) to the bulk shown in column 1.

Chipboard thickness equals 8 sheets of 50-pound opaque, smooth finish.

3.1.3 Corner-Stapled and Saddle-Stitched Bindings

Table 3–4 lists the minimum and maximum sheet capacities for corner-stapled and saddle-stitched bindings. Neither of these types allows manuals to be updated; instead, the manuals must be revised (reissued).

Adding blank pages to the end of a manual so that it meets sheet capacity of a desired binding is not allowed. The only exception to this rule is for saddle-stitched manuals, which require the total number of text pages to be divisible by four.

Table 3–4: Sheet Capacities for Corner-Stapled and Saddle-Stitched Bindings

Binding Method	Minimum Sheets	Maximum Sheet Capacity	
		50-Pound Opaque	70-Pound Opaque
Corner Stapled	2	13	10
Saddle-Stitched[1]	4	56[2]	44[2]

[1]The 4 to 56 sheet range is for 8-1/2 × 11 inch, 7 × 9 inch, A4, and A5 trim sizes. For 4 × 8 inch trim sizes, the sheet range is 4 to 24.

[2]The total page count for saddle-stitched manuals must be in increments of four pages only; for example, 8, 12, 16, 20, 24, and so forth.

3.1.4 Wire-O Binding

Wire-O binding must be white. Wire-O binding can be used for manuals that must lie flat during repeated use, such as tutorials. For manuals that do not require frequent use, use perfect binding, ring binders, or saddle-stitching.

NOTE

Wire-O bound manuals do not have a spine and cannot be easily identified when placed on a shelf. Concealed wire-O and wrap-around covers are not allowed because of cost, limited availability, and manufacturing constraints.

Table 3–5 shows the sheet capacities for wire-O binding.

Table 3–5: Sheet Capacities for Wire-O Binding

Wire-O Ring Diameter		Maximum Sheet Capacity		
Inch	Millimeter	50-Pound Opaque	70-Pound Opaque	65-Pound Cover-Weight Stock
1/4 inch	6 mm	28	21	12
5/16 inch	8 mm	41	31	18
3/8 inch	10 mm	56	42	25
7/16 inch	11 mm	68	51	32
1/2 inch	13 mm	84	63	38
9/16 inch	14 mm	95	71	44
5/8 inch	16 mm	112	84	51
3/4 inch	19 mm	140	105	63
7/8 inch	22 mm	168	126	76
1 inch	25 mm	195	146	89

Notes:
The above capacities include a 10-point, coated one side, front and back cover.

3.2 Chipboard

Chipboard is needed to protect certain documents during shrinkwrapping, shipping, and handling.

Table 3–6: Chipboard Requirements

Document Type	Chipboard Required?
Manuals with tabbed covers or tabbed dividers	Yes
Manuals with nontabbed covers or without covers, with a page count of 2 to 56 sheets	Yes
Manuals with nontabbed covers or without covers, with a page count over 56 sheets	No
Unfolded reference cards	Yes
Single-fold reference cards	Yes
Multiple-fold reference cards	No
SPDs, cover letters, or customer letters	No

Table 3–6 (Cont.): Chipboard Requirements

Document Type	Chipboard Required?
Posters	Yes
Spine insert set	Yes

Chipboard must not cover the document's part number and must be large enough to cover any tab extensions. See Section 3.8 to determine the packaging sequence of chipboard.

3.3 Covers

All manuals have front and back covers with the exception of updates, and sometimes release notes and addenda. The design for both front and back covers (all trim sizes) must conform to the specifications described in Sections 3.3.2 to 3.3.6.

The general usage rules for covers follow:

- If there are multiple manuals within a ring binder, a tabbed front cover is used on all manuals.
- If there is only one manual in a ring binder, either a tabbed or nontabbed front cover is used. Consideration must be given to the other manuals that might go in the binder in the future and the consistency with other documentation sets that might be used with this documentation set.
- If a manual is not to be inserted in a ring binder, a nontabbed front cover is used.
- If a manual is contained in more than one ring binder, there is a front cover at the beginning of each binder and a back cover at the end of each binder. The front covers may be tabbed or nontabbed. Each part of the manual has a separate part number.

3.3.1 Cover Graphics

Covers may have an optional graphic, as shown in the cover layouts. The height of the graphic can vary but must not exceed the maximum height specified. The height allowances have been set to accommodate title expansion during translation. The width must conform to the grid options shown in Figures 3–7 to 3–23.

The graphic, which can be a line drawing; a color line drawing; or a full color drawing or photograph, which requires four-color process; must fall within the graphic field as specified in the layouts shown in Figures 3–7 to 3–23. Flat colors used for front cover graphics are not restricted to the palette in Section 3.6.2.

When the document requires four-color process printing, the full color photos or artwork must be sent to the film supplier at least 10 working days before the rest of the documentation reproduction package is sent to the supplier. The full color photos or artwork must be marked up to indicate cropping and the finished size (in inches) of the artwork for the final printing. Table 3–7 references the applicable layout figures for the various types and sizes of front and back covers and divider sets (where applicable). Where the DIGITAL logo is used on covers, the trademark symbol (TM) is not required because the DIGITAL logo is listed as a trademark on the copyright page.

Table 3–7: Layout for Covers

	Size						
Layout	8-1/2 x 11	7 x 9	5-1/4 x 8	4 x 8	3-1/2 x 7	A4	A5
Vertical Covers	Figure 3–6	Figure 3–8	Figure 3–11	Figure 3–13	Figure 3–16	Figure 3–19	Figure 3–21
Optional Graphics	Figure 3–7	Figure 3–9	Figure 3–12	Figure 3–14	Figure 3–17	Figure 3–20	Figure 3–22
Horizontal Covers	N/A	Figure 3–10	N/A	Figure 3–15	Figure 3–18	N/A	Figure 3–23

3.3.2 Alternative Typeface for Product Names

Digital's primary corporate typeface for covers and spines, Garamond, is not currently supported on available publishing tools. As an interim solution, the Company Identity Committee has proposed the adoption of Times Roman, which is supported by most current Digital publishing systems. Times Roman is similar in design and appearance to Garamond. Accordingly, wherever Garamond is specified in this document, Times Roman may be substituted in the indicated point size.

3.3.3 Exceptions to Cover Layouts

When there is no applicable product name, put the manual title in the product name field. See the appropriate cover layout for product name field specifications.

To accommodate the requirements of languages that are not read from left to right, packaging specifications may be modified as needed while adhering as much as possible to the specifications of this standard.

3.3.4 Tabbed Front Covers

Tabbed front covers have the following specifications:

Stock:	10-point, Bristol/Cover, white, coated one side.
Trim sizes:	8-1/2 x 11 inches, 7 x 9 inches, A4, and A5. Tab extends 1/2 inch.
Cover ink:	PMS 403C (midrange grey) for overall outside front cover; bleeds on four sides. Some manual cover text is printed in black ink and some is dropped out in reverse white. The inside front cover is blank (unprinted white stock) except for the information printed on the tab in black ink.
Varnish:	Gloss varnish, full bleed coverage on outside front cover.
Text:	Each line of text is centered on tab and printed in black on two sides. See the appropriate cover layout for cover text specifications.

In manuals using the A4 or 8-1/2 $\times$ 11 inch paper sizes, the maximum number of tabs per bank is five; for the A5 or 7 $\times$ 9 inch paper sizes, the maximum is four. Of course, fewer tabs than the maximum may be used. These limits have been established to ensure adequate space on the tab for manual titles. With these limits, the minimum tab size is approximately 2 inches long.

When choosing banks for tabs, consider the tabbed covers as a separate unit from the internal tabbed dividers. A tab bank can begin at any position. The first tab of the internal divider set does not have to be in position 1. For example, if the cover tab is in position 3, the first tab of the internal divider set does not necessarily have to be in position 1. The documentation group can choose the combination of tabs that best suits the makeup of an individual binder. Figures 3–2, 3–3, 3–4, and 3–5 show the tab specifications for the four tabbed front cover sizes. The same specifications apply to the internal tabbed dividers.

Cover tabs are protected during handling and shipping by the piece of chipboard inserted immediately behind the tabbed front cover before shrinkwrapping the entire package. The chipboard must be large enough to accommodate any tab extensions.

The size and position of tabbed front covers are shown in Figures 3–2 to 3–5. Depending on the trim size of the document, refer to the appropriate figure. Choose the size and position of tabbed front covers from any of those illustrated within that figure.

Figure 3–2: Tab Specifications for 8-1/2 x 11 Inch Tabbed Front Covers and Internal Tab Dividers

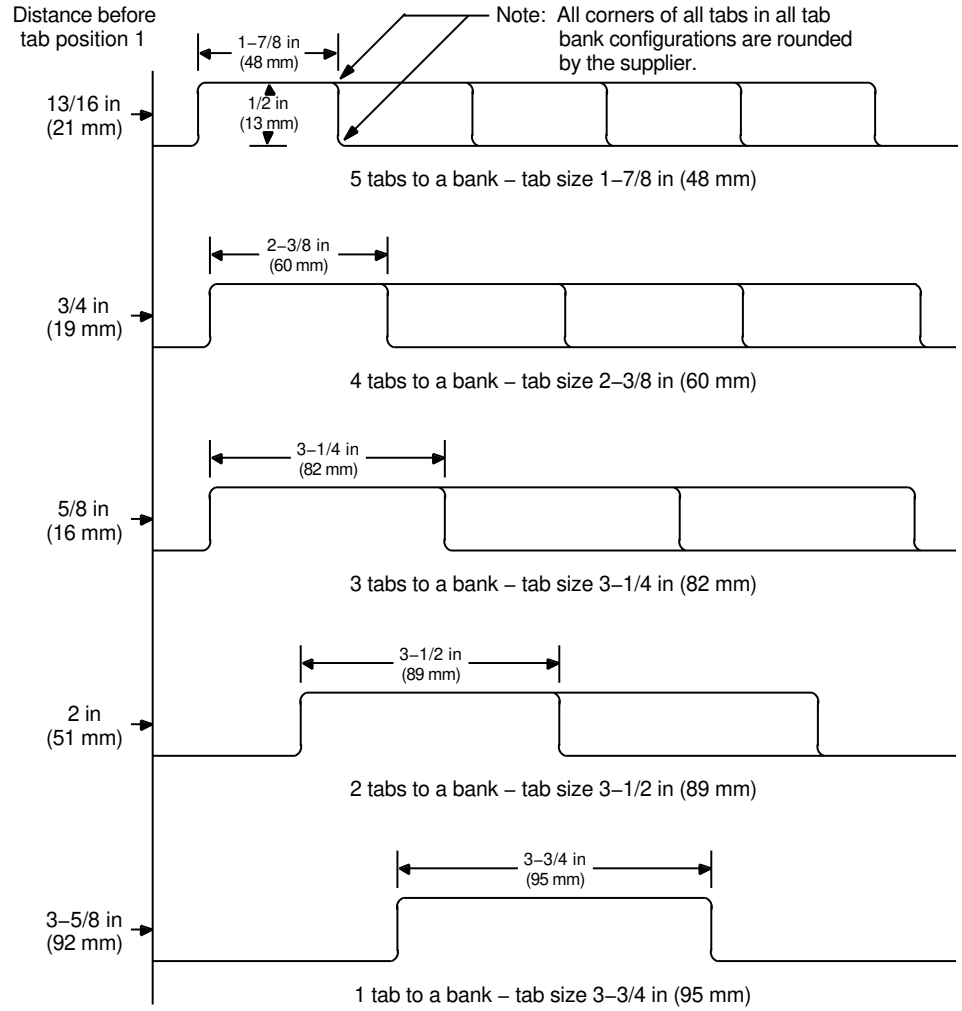

Distance before tab position 1
1–7/8 in (48 mm)
Note: All corners of all tabs in all tab bank configurations are rounded by the supplier.
13/16 in (21 mm)
1/2 in (13 mm)
5 tabs to a bank – tab size 1–7/8 in (48 mm)
2–3/8 in (60 mm)
3/4 in (19 mm)
4 tabs to a bank – tab size 2–3/8 in (60 mm)
3–1/4 in (82 mm)
5/8 in (16 mm)
3 tabs to a bank – tab size 3–1/4 in (82 mm)
3–1/2 in (89 mm)
2 in (51 mm)
2 tabs to a bank – tab size 3–1/2 in (89 mm)
3–3/4 in (95 mm)
3–5/8 in (92 mm)
1 tab to a bank – tab size 3–3/4 in (95 mm)

Figure 3–3: Tab Specifications for 7 x 9 Inch Tabbed Front Covers and Internal Tab Dividers

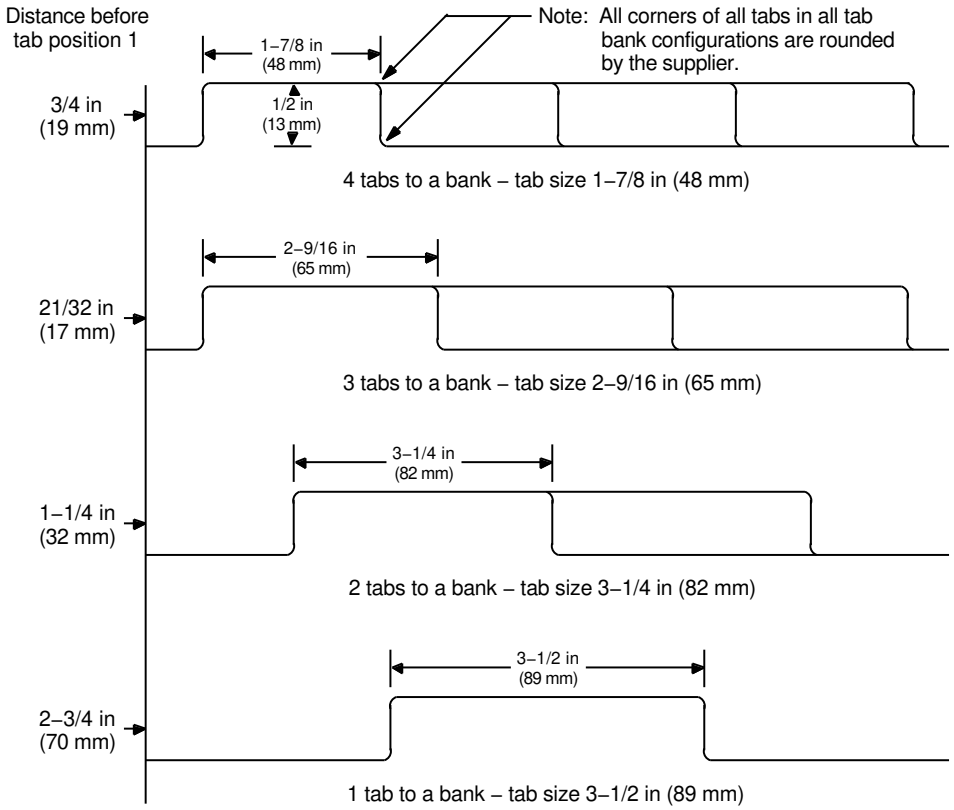

Distance before tab position 1
1–7/8 in (48 mm)
Note: All corners of all tabs in all tab bank configurations are rounded by the supplier.
3/4 in (19 mm)
1/2 in (13 mm)
4 tabs to a bank – tab size 1–7/8 in (48 mm)
2–9/16 in (65 mm)
21/32 in (17 mm)
3 tabs to a bank – tab size 2–9/16 in (65 mm)
3–1/4 in (82 mm)
1–1/4 in (32 mm)
2 tabs to a bank – tab size 3–1/4 in (82 mm)
3–1/2 in (89 mm)
2–3/4 in (70 mm)
1 tab to a bank – tab size 3–1/2 in (89 mm)

Figure 3–4: Tab Specifications for A4 Tabbed Front Covers and Internal Tab Dividers

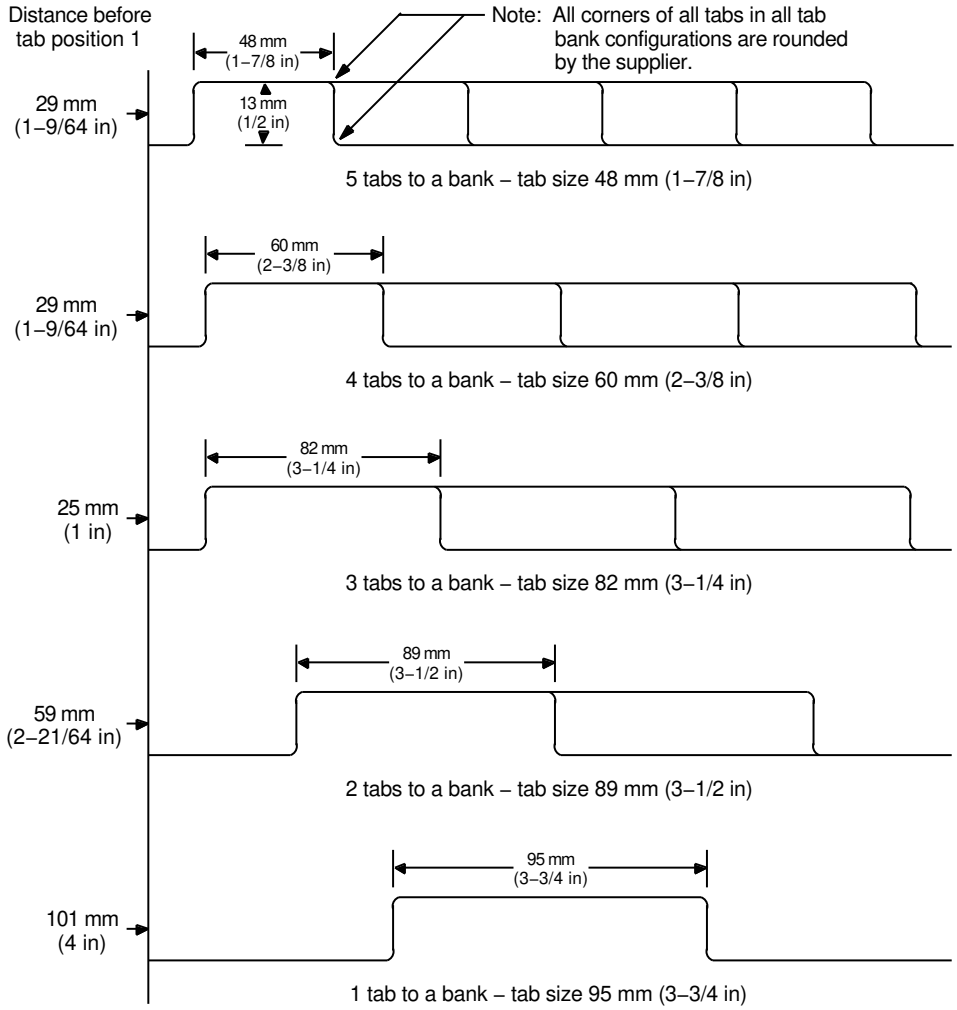
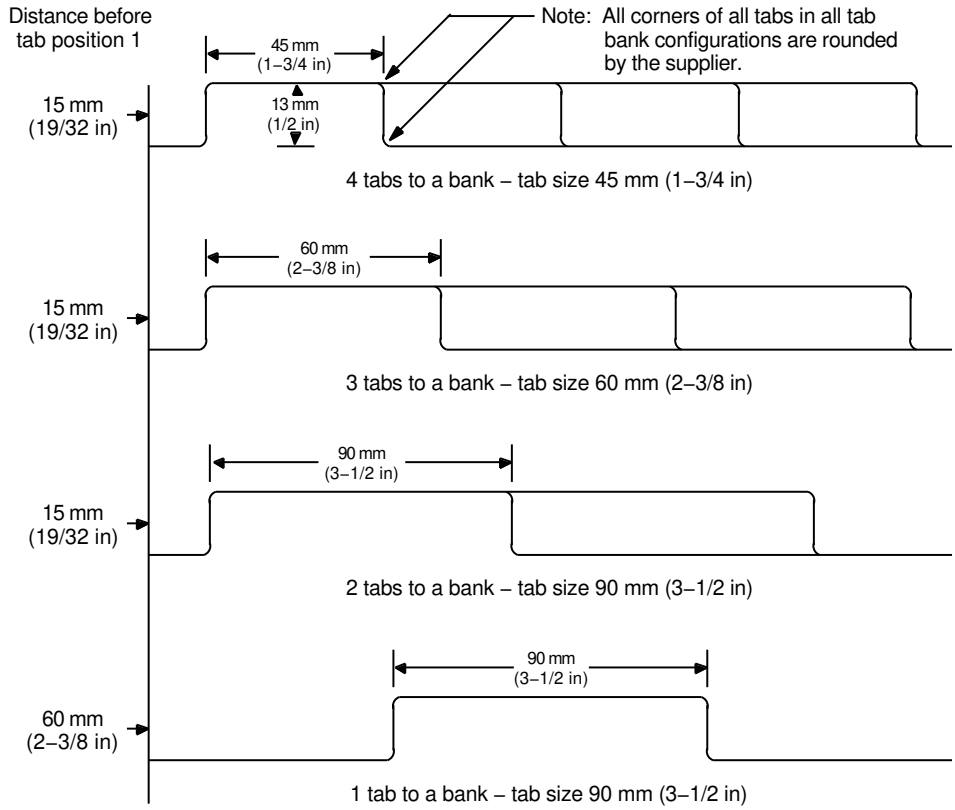

Distance before tab position 1
48 mm (1–7/8 in)
Note: All corners of all tabs in all tab bank configurations are rounded by the supplier.
29 mm (1–9/64 in)
13 mm (1/2 in)
5 tabs to a bank – tab size 48 mm (1–7/8 in)
60 mm (2–3/8 in)
29 mm (1–9/64 in)
4 tabs to a bank – tab size 60 mm (2–3/8 in)
82 mm (3–1/4 in)
25 mm (1 in)
3 tabs to a bank – tab size 82 mm (3–1/4 in)
89 mm (3–1/2 in)
59 mm (2–21/64 in)
2 tabs to a bank – tab size 89 mm (3–1/2 in)
95 mm (3–3/4 in)
101 mm (4 in)
1 tab to a bank – tab size 95 mm (3–3/4 in)

Figure 3–5: Tab Specifications for A5 Tabbed Front Covers and Internal Tab Dividers


Distance before tab position 1
45 mm (1–3/4 in)
Note: All corners of all tabs in all tab bank configurations are rounded by the supplier.
15 mm (19/32 in)
13 mm (1/2 in)
4 tabs to a bank – tab size 45 mm (1–3/4 in)
60 mm (2–3/8 in)
15 mm (19/32 in)
3 tabs to a bank – tab size 60 mm (2–3/8 in)
90 mm (3–1/2 in)
15 mm (19/32 in)
2 tabs to a bank – tab size 90 mm (3–1/2 in)
90 mm (3–1/2 in)
60 mm (2–3/8 in)
1 tab to a bank – tab size 90 mm (3–1/2 in)

3.3.5 Nontabbed Front Covers

Nontabbed covers have the following specifications:

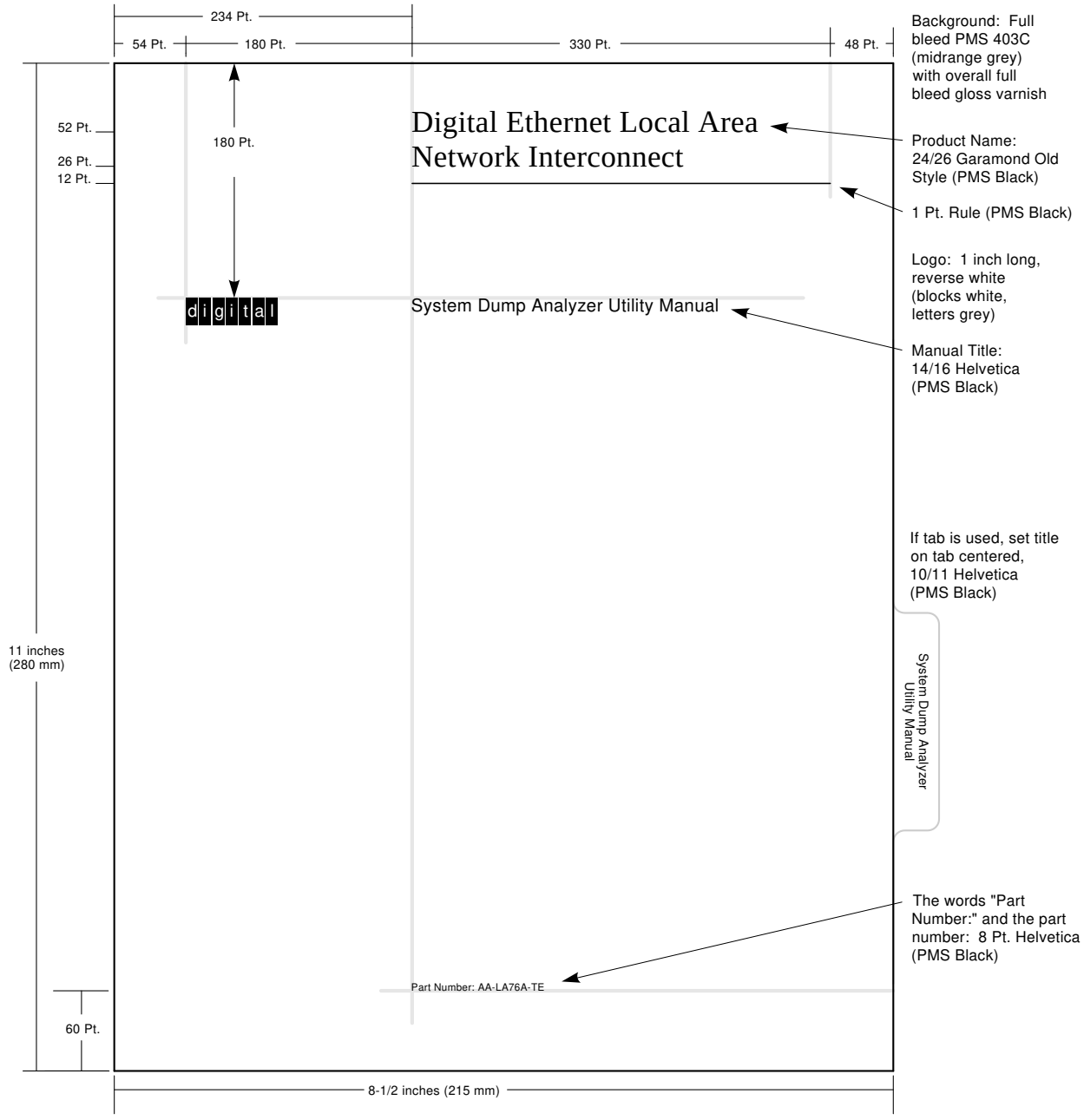
Stock:	10-point, Bristol/Cover, white, coated one side
Trim sizes:	Matches document trim size
Cover ink:	PMS 403C (midrange grey) for overall outside front cover; bleeds on four sides. Some manual cover text is printed in black ink and some is dropped out in reverse white. The inside front cover is blank (unprinted white stock).
Varnish:	Gloss varnish, full bleed coverage, on outside front cover
Cover text:	See Figures 3–6 to 3–23.

3.3.6 Back Covers

All back covers are nontabbed and have the following specifications:

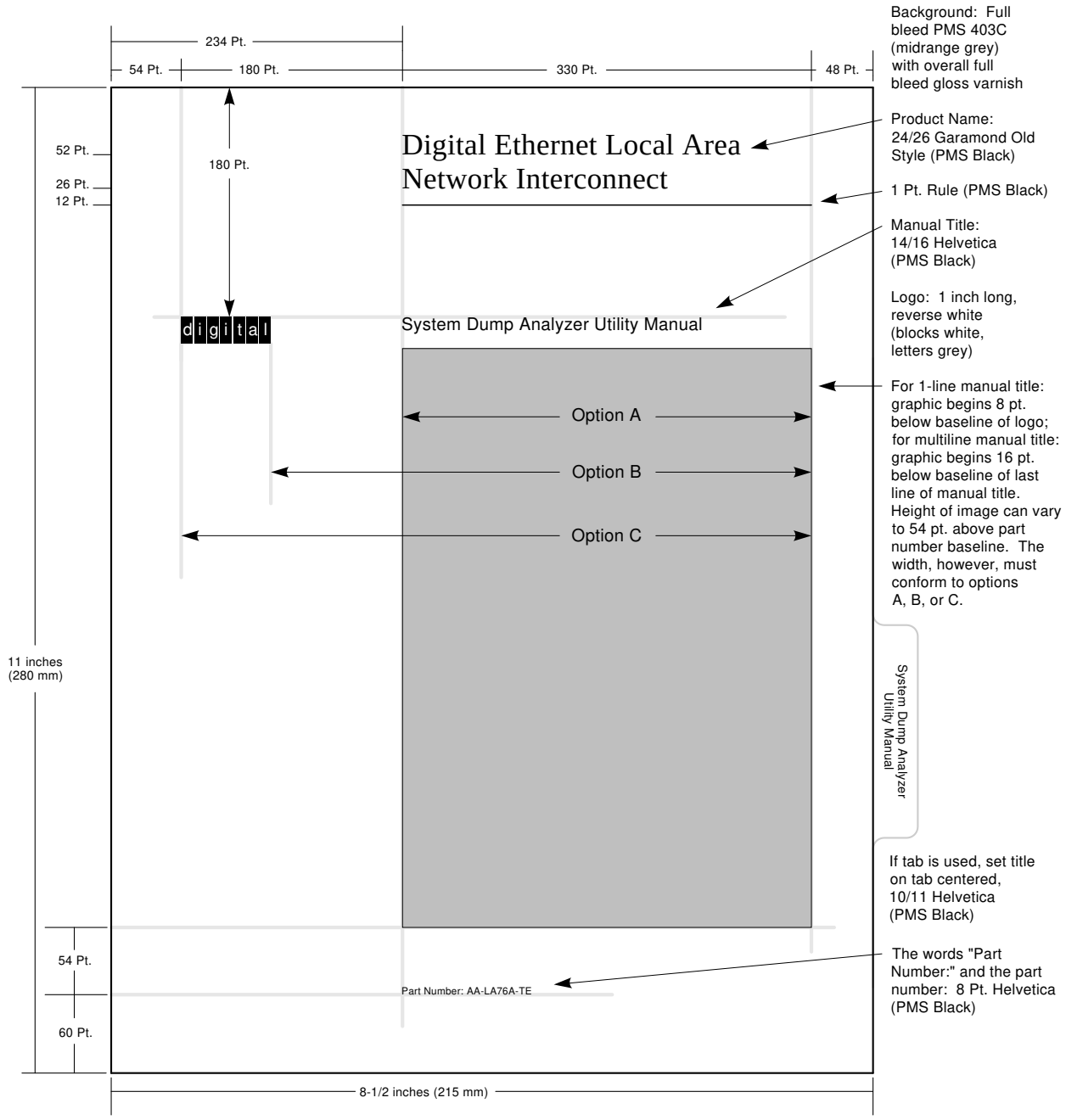
Stock:	10-point, Bristol/Cover, white, coated one side
Trim sizes:	Matches document trim size
Cover ink:	PMS 403C (midrange grey) for overall ink color on outside back cover; bleeds on four sides. The DIGITAL logo on the back cover is reverse white. The *Printed in (country)* is black. The inside back cover is blank (unprinted white stock).
Varnish:	Gloss varnish, full bleed coverage on outside back cover
Cover text:	Back covers contain only the DIGITAL logo and the words *Printed in (country)*. The logo appears in the same size and position as the logo on the front cover. The words *Printed in (country)* appear in the same size, position, and typeface as the part number on the cover. All documentation that is printed in Europe should have the text *Printed in Europe* on the back cover. See Section 1.4.5 for future considerations for bar coding. Figure 3–24 shows the general layout for all vertical back covers, and Figure 3–25 shows the general layout for all horizontal back covers. Exact placement of the DIGITAL logo and text varies according to the document trim size. See the appropriate front cover layout, Figures 3–6 to 3–23, for the location of the DIGITAL logo and the text.

Figure 3–6: Layout for 8-1/2 x 11 Inch Vertical Front Covers Without Graphics


234 Pt.
54 Pt.
180 Pt.
330 Pt.
48 Pt.
Background: Full bleed PMS 403C (midrange grey) with overall full bleed gloss varnish
52 Pt.
180 Pt.
26 Pt.
12 Pt.
Digital Ethernet Local Area Network Interconnect
Product Name: 24/26 Garamond Old Style (PMS Black)
1 Pt. Rule (PMS Black)
Logo: 1 inch long, reverse white (blocks white, letters grey)
digital
System Dump Analyzer Utility Manual
Manual Title: 14/16 Helvetica (PMS Black)
If tab is used, set title on tab centered, 10/11 Helvetica (PMS Black)
11 inches (280 mm)
System Dump Analyzer Utility Manual
The words "Part Number:" and the part number: 8 Pt. Helvetica (PMS Black)
Part Number: AA-LA76A-TE
60 Pt.
8-1/2 inches (215 mm)

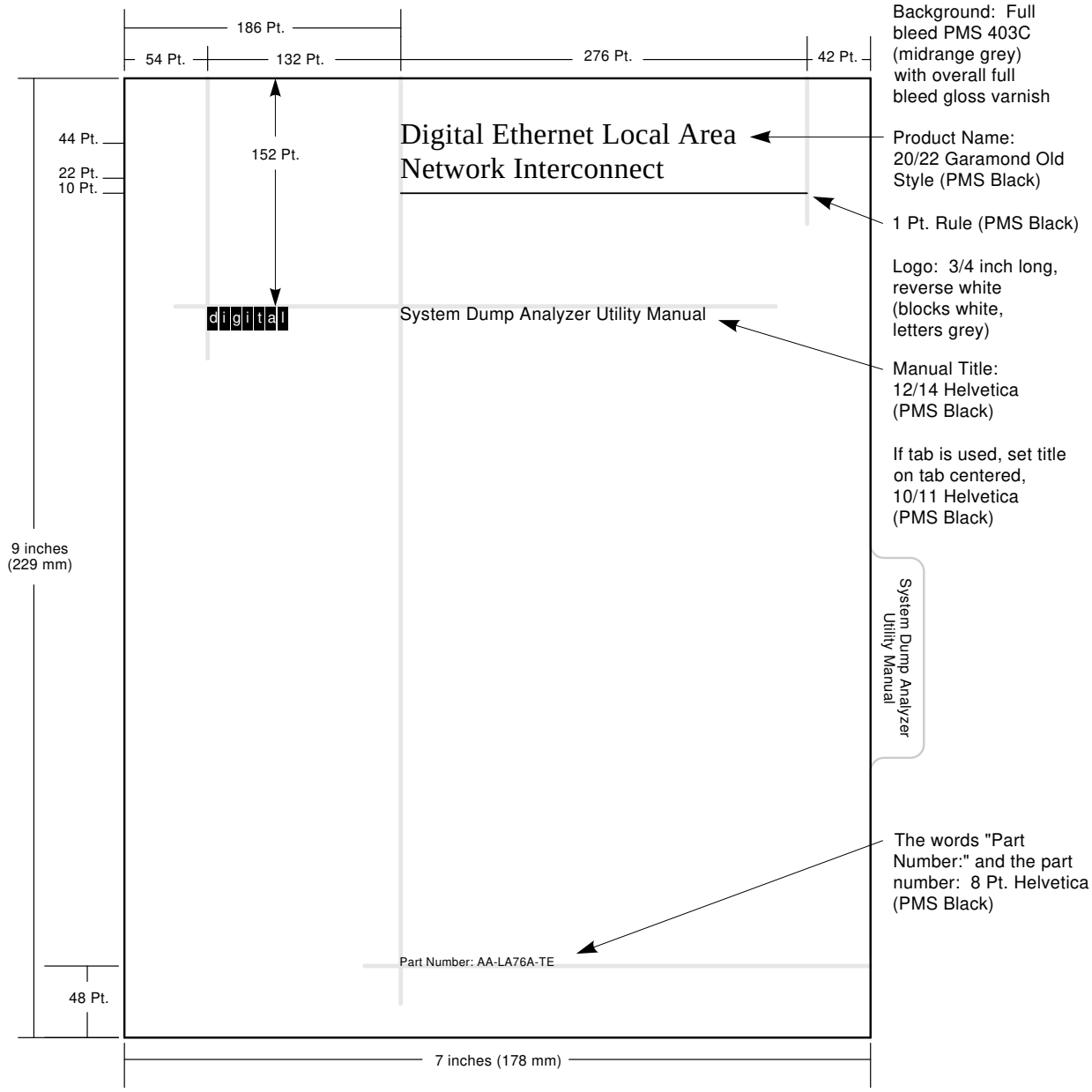
Notes: 1. This drawing is not to scale.
2. The type shown may not match the fonts specified.

Figure 3–7: Layout for 8-1/2 x 11 Inch Vertical Front Covers with Optional Graphics


234 Pt.
54 Pt.
180 Pt.
330 Pt.
48 Pt.
52 Pt.
180 Pt.
26 Pt.
12 Pt.
Digital Ethernet Local Area Network Interconnect
digital
System Dump Analyzer Utility Manual
Option A
Option B
Option C
11 inches (280 mm)
54 Pt.
60 Pt.
Part Number: AA-LA76A-TE
8-1/2 inches (215 mm)
System Dump Analyzer Utility Manual
Background: Full bleed PMS 403C (midrange grey) with overall full bleed gloss varnish
Product Name: 24/26 Garamond Old Style (PMS Black)
1 Pt. Rule (PMS Black)
Manual Title: 14/16 Helvetica (PMS Black)
Logo: 1 inch long, reverse white (blocks white, letters grey)
For 1-line manual title: graphic begins 8 pt. below baseline of logo; for multiline manual title: graphic begins 16 pt. below baseline of last line of manual title. Height of image can vary to 54 pt. above part number baseline. The width, however, must conform to options A, B, or C.
If tab is used, set title on tab centered, 10/11 Helvetica (PMS Black)
The words "Part Number:" and the part number: 8 Pt. Helvetica (PMS Black)

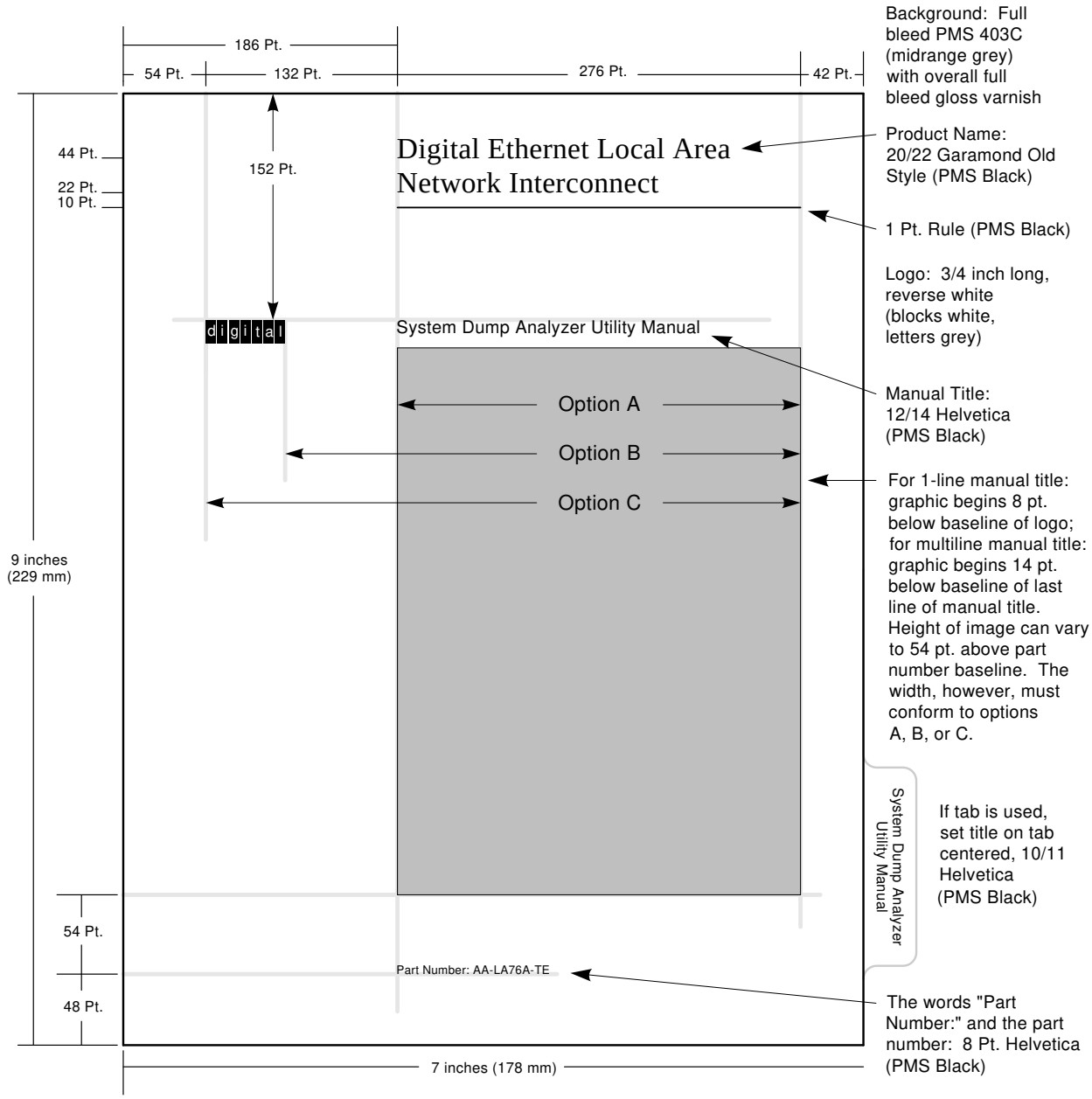
Notes: 1. This drawing is not to scale.
2. The type shown may not match the fonts specified.

Figure 3–8: Layout for 7 x 9 Inch Vertical Front Covers Without Graphics


186 Pt.
54 Pt.
132 Pt.
276 Pt.
42 Pt.
44 Pt.
22 Pt.
10 Pt.
152 Pt.
9 inches
(229 mm)
48 Pt.
7 inches (178 mm)
Digital Ethernet Local Area
Network Interconnect
System Dump Analyzer Utility Manual
Part Number: AA-LA76A-TE
System Dump Analyzer
Utility Manual
Background: Full bleed PMS 403C (midrange grey) with overall full bleed gloss varnish
Product Name: 20/22 Garamond Old Style (PMS Black)
1 Pt. Rule (PMS Black)
Logo: 3/4 inch long, reverse white (blocks white, letters grey)
Manual Title: 12/14 Helvetica (PMS Black)
If tab is used, set title on tab centered, 10/11 Helvetica (PMS Black)
The words "Part Number:" and the part number: 8 Pt. Helvetica (PMS Black)

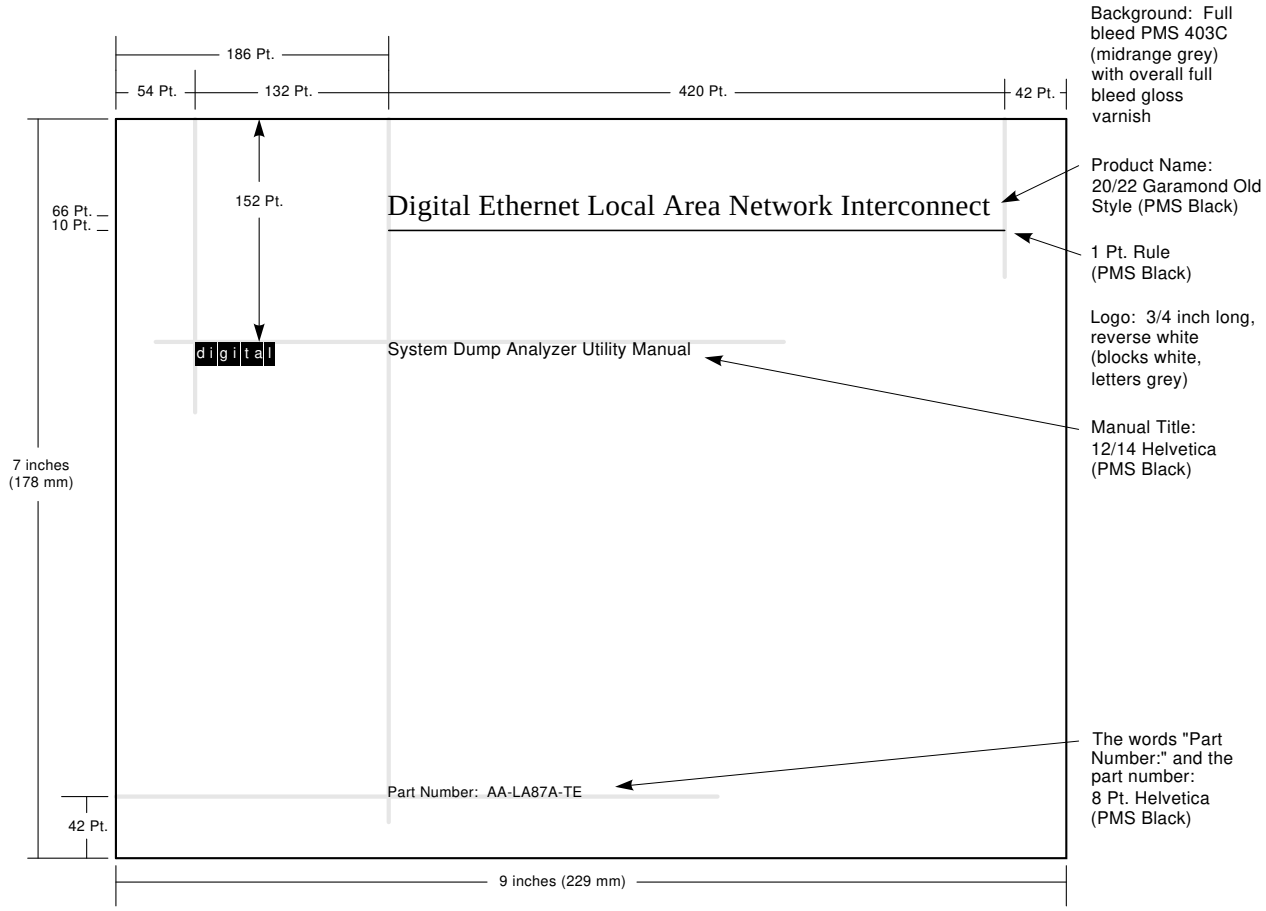
Notes: 1. This drawing is not to scale.
2. The type shown may not match the fonts specified.

Figure 3–9: Layout for 7 x 9 Inch Vertical Front Covers with Optional Graphics


186 Pt.
54 Pt.
132 Pt.
276 Pt.
42 Pt.
44 Pt.
22 Pt.
10 Pt.
152 Pt.
Digital Ethernet Local Area Network Interconnect
digital
System Dump Analyzer Utility Manual
Option A
Option B
Option C
9 inches (229 mm)
54 Pt.
48 Pt.
Part Number: AA-LA76A-TE
7 inches (178 mm)
System Dump Analyzer Utility Manual
Background: Full bleed PMS 403C (midrange grey) with overall full bleed gloss varnish
Product Name: 20/22 Garamond Old Style (PMS Black)
1 Pt. Rule (PMS Black)
Logo: 3/4 inch long, reverse white (blocks white, letters grey)
Manual Title: 12/14 Helvetica (PMS Black)
For 1-line manual title: graphic begins 8 pt. below baseline of logo; for multiline manual title: graphic begins 14 pt. below baseline of last line of manual title. Height of image can vary to 54 pt. above part number baseline. The width, however, must conform to options A, B, or C.
If tab is used, set title on tab centered, 10/11 Helvetica (PMS Black)
The words "Part Number:" and the part number: 8 Pt. Helvetica (PMS Black)

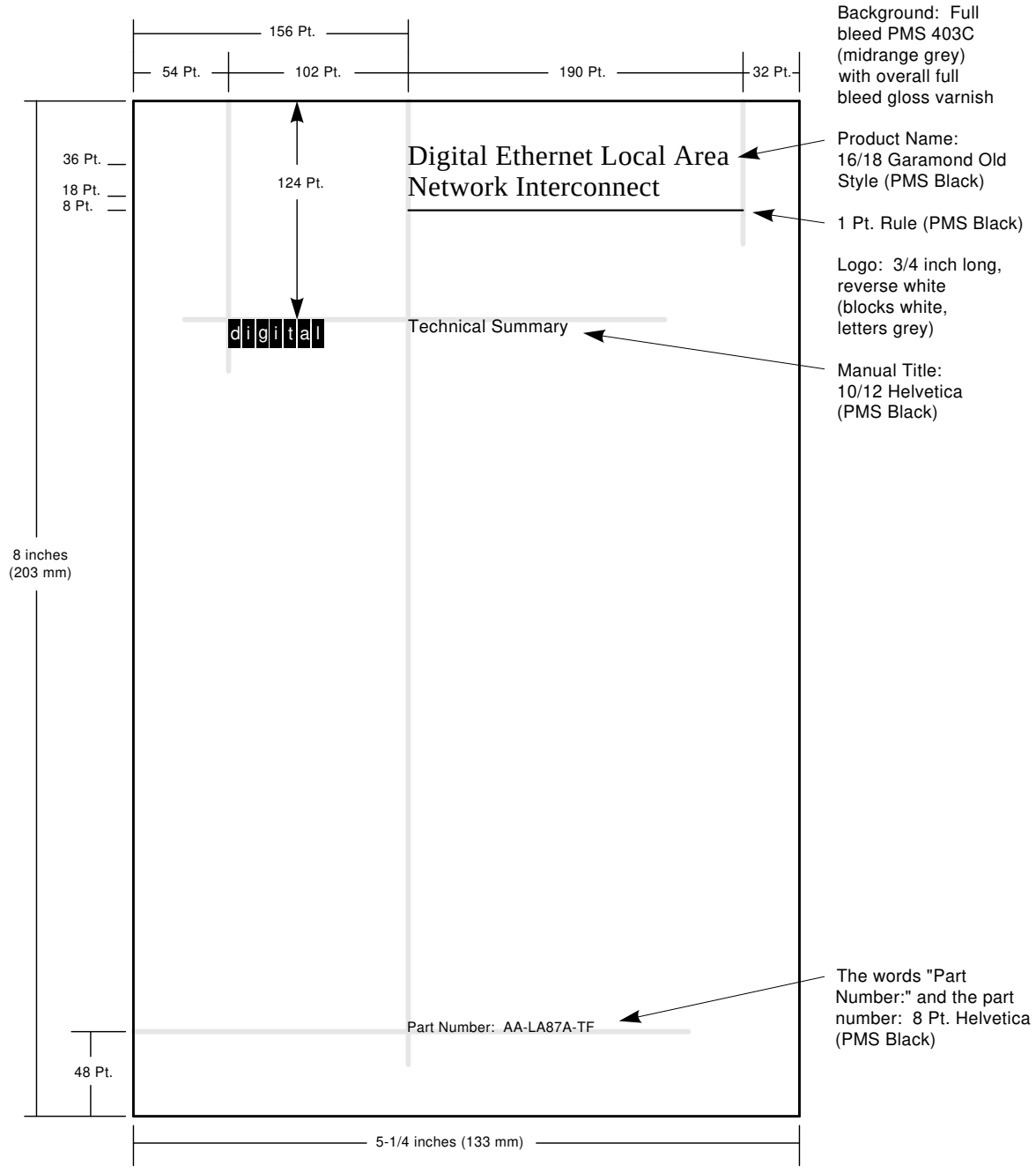
Notes: 1. This drawing is not to scale.
2. The type shown may not match the fonts specified.

Figure 3–10: Layout for 7 x 9 Inch Horizontal Front Covers


Background: Full bleed PMS 403C (midrange grey) with overall full bleed gloss varnish
186 Pt.
54 Pt.
132 Pt.
420 Pt.
42 Pt.
66 Pt.
10 Pt.
152 Pt.
Digital Ethernet Local Area Network Interconnect
Product Name: 20/22 Garamond Old Style (PMS Black)
1 Pt. Rule (PMS Black)
digital
System Dump Analyzer Utility Manual
Logo: 3/4 inch long, reverse white (blocks white, letters grey)
Manual Title: 12/14 Helvetica (PMS Black)
7 inches (178 mm)
The words "Part Number:" and the part number: 8 Pt. Helvetica (PMS Black)
Part Number: AA-LA87A-TE
42 Pt.
9 inches (229 mm)

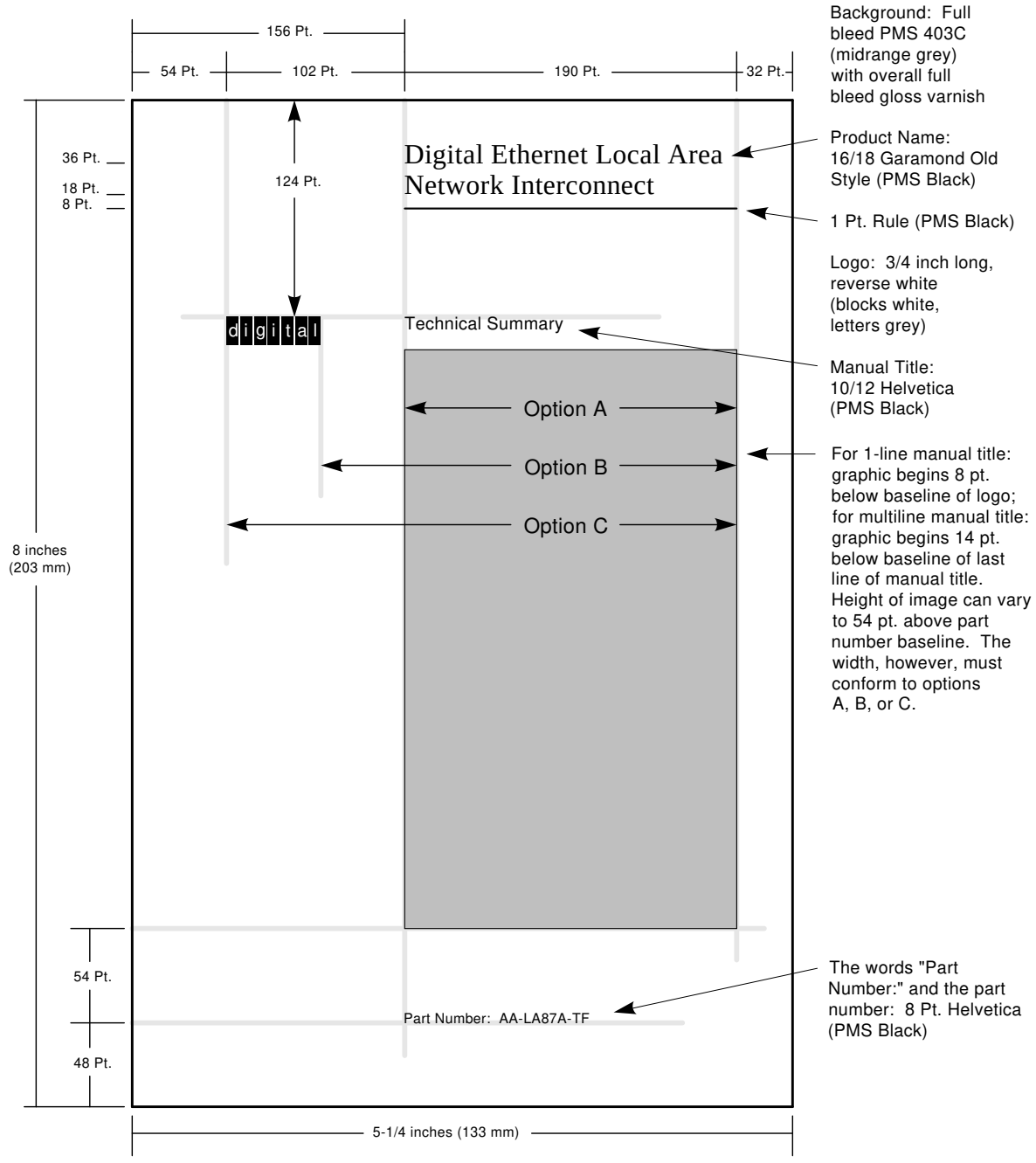
Notes: 1. This drawing is not to scale.
2. The type shown may not match the fonts specified.

Figure 3–11: Layout for 5-1/4 x 8 Inch Vertical Front Covers Without Graphics


156 Pt.
54 Pt.
102 Pt.
190 Pt.
32 Pt.
36 Pt.
18 Pt.
8 Pt.
124 Pt.
Digital Ethernet Local Area Network Interconnect
digital
Technical Summary
Part Number: AA-LA87A-TF
48 Pt.
8 inches (203 mm)
5-1/4 inches (133 mm)
Background: Full bleed PMS 403C (midrange grey) with overall full bleed gloss varnish
Product Name: 16/18 Garamond Old Style (PMS Black)
1 Pt. Rule (PMS Black)
Logo: 3/4 inch long, reverse white (blocks white, letters grey)
Manual Title: 10/12 Helvetica (PMS Black)
The words "Part Number:" and the part number: 8 Pt. Helvetica (PMS Black)

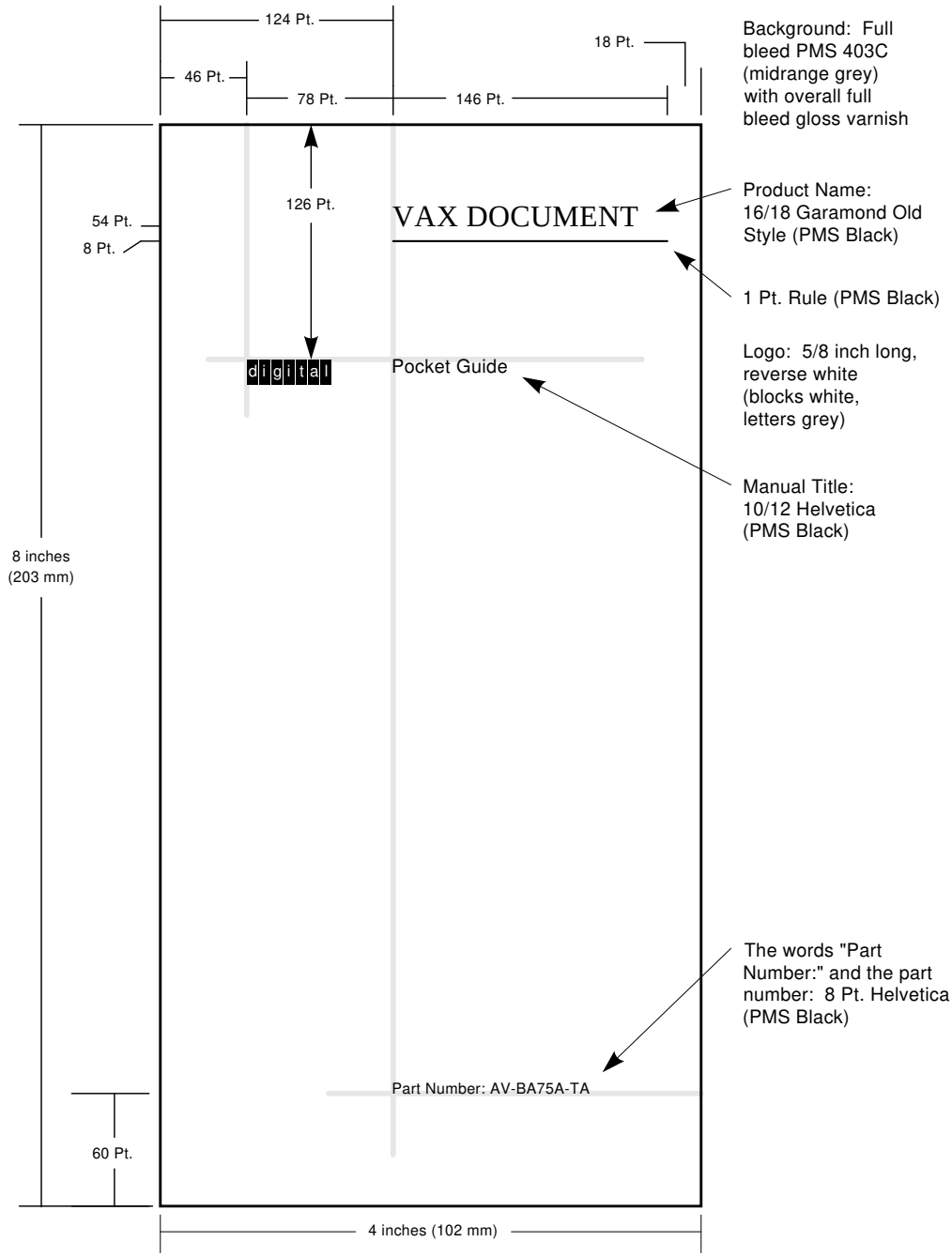
Note: 1. This drawing is not to scale.
2. The type shown may not match the fonts specified.
3. Restricted to the technical marketing manual.

Figure 3–12: Layout for 5-1/4 x 8 Inch Vertical Front Covers with Optional Graphics


156 Pt.
54 Pt.
102 Pt.
190 Pt.
32 Pt.
36 Pt.
18 Pt.
8 Pt.
124 Pt.
Digital Ethernet Local Area Network Interconnect
digital
Technical Summary
Option A
Option B
Option C
8 inches (203 mm)
54 Pt.
48 Pt.
Part Number: AA-LA87A-TF
5-1/4 inches (133 mm)
Background: Full bleed PMS 403C (midrange grey) with overall full bleed gloss varnish
Product Name: 16/18 Garamond Old Style (PMS Black)
1 Pt. Rule (PMS Black)
Logo: 3/4 inch long, reverse white (blocks white, letters grey)
Manual Title: 10/12 Helvetica (PMS Black)
For 1-line manual title: graphic begins 8 pt. below baseline of logo; for multiline manual title: graphic begins 14 pt. below baseline of last line of manual title. Height of image can vary to 54 pt. above part number baseline. The width, however, must conform to options A, B, or C.
The words "Part Number:" and the part number: 8 Pt. Helvetica (PMS Black)

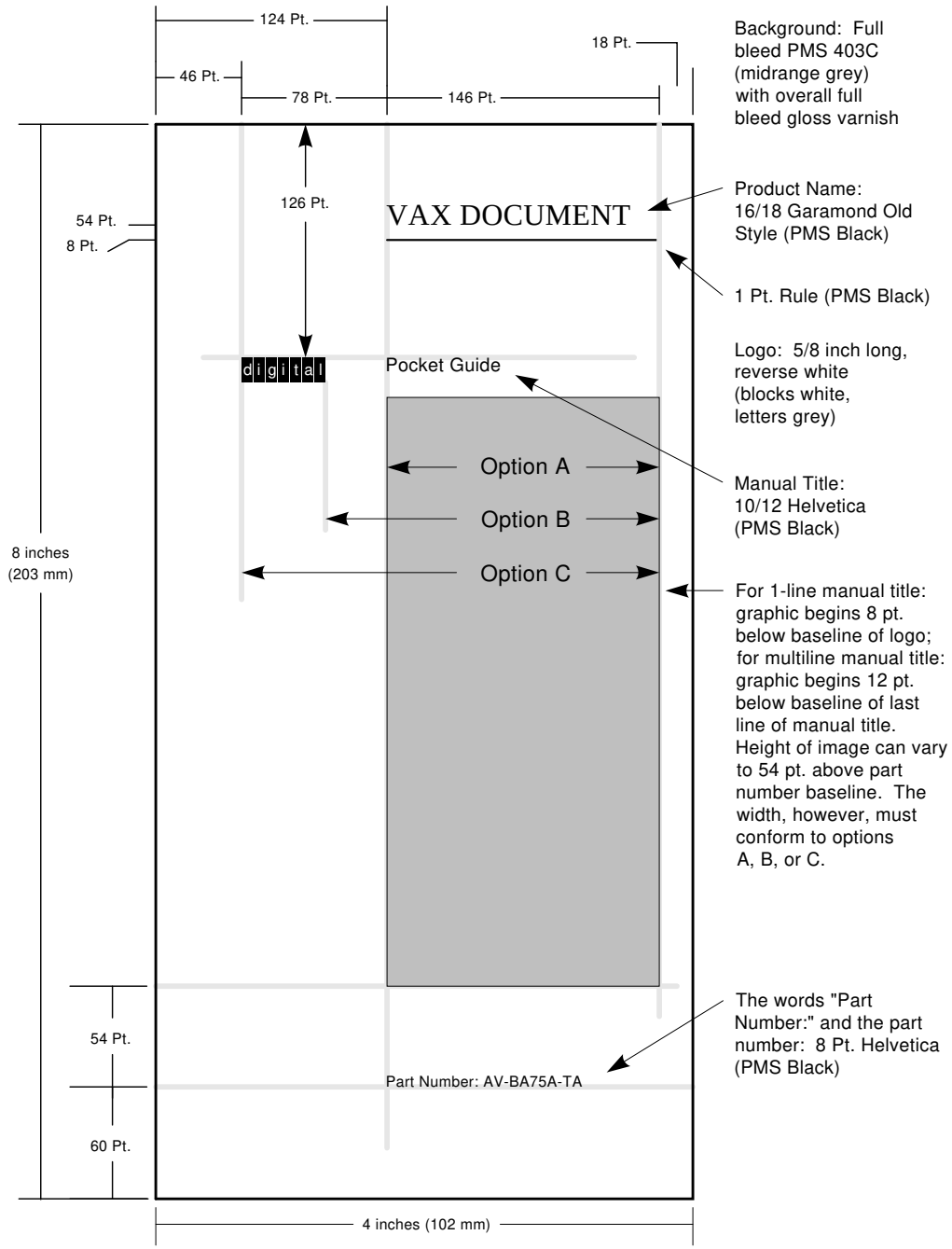
Note: 1. This drawing is not to scale.
2. The type shown may not match the fonts specified.
3. Restricted to the technical marketing manual.

Figure 3–13: Layout for 4 x 8 Inch Vertical Front Covers Without Graphics


124 Pt.
18 Pt.
46 Pt.
78 Pt.
146 Pt.
Background: Full bleed PMS 403C (midrange grey) with overall full bleed gloss varnish
126 Pt.
54 Pt.
8 Pt.
VAX DOCUMENT
Product Name: 16/18 Garamond Old Style (PMS Black)
1 Pt. Rule (PMS Black)
digital
Pocket Guide
Logo: 5/8 inch long, reverse white (blocks white, letters grey)
Manual Title: 10/12 Helvetica (PMS Black)
8 inches (203 mm)
The words "Part Number:" and the part number: 8 Pt. Helvetica (PMS Black)
Part Number: AV-BA75A-TA
60 Pt.
4 inches (102 mm)

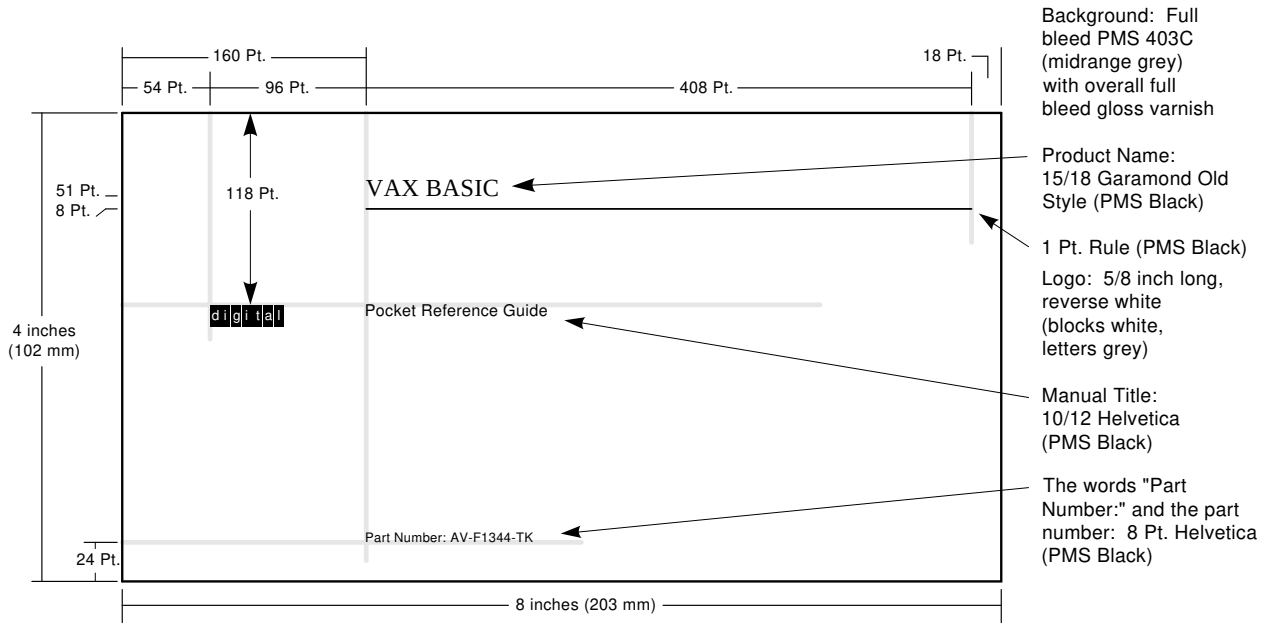
Notes: 1. This drawing is not to scale.
2. The type shown may not match the fonts specified.

Figure 3–14: Layout for 4 x 8 Inch Vertical Front Covers with Optional Graphics


124 Pt.
18 Pt.
46 Pt.
78 Pt.
146 Pt.
Background: Full bleed PMS 403C (midrange grey) with overall full bleed gloss varnish
126 Pt.
VAX DOCUMENT
Product Name: 16/18 Garamond Old Style (PMS Black)
54 Pt.
8 Pt.
1 Pt. Rule (PMS Black)
digital
Pocket Guide
Logo: 5/8 inch long, reverse white (blocks white, letters grey)
Option A
Option B
Option C
Manual Title: 10/12 Helvetica (PMS Black)
8 inches (203 mm)
For 1-line manual title: graphic begins 8 pt. below baseline of logo; for multiline manual title: graphic begins 12 pt. below baseline of last line of manual title. Height of image can vary to 54 pt. above part number baseline. The width, however, must conform to options A, B, or C.
54 Pt.
The words "Part Number:" and the part number: 8 Pt. Helvetica (PMS Black)
Part Number: AV-BA75A-TA
60 Pt.
4 inches (102 mm)

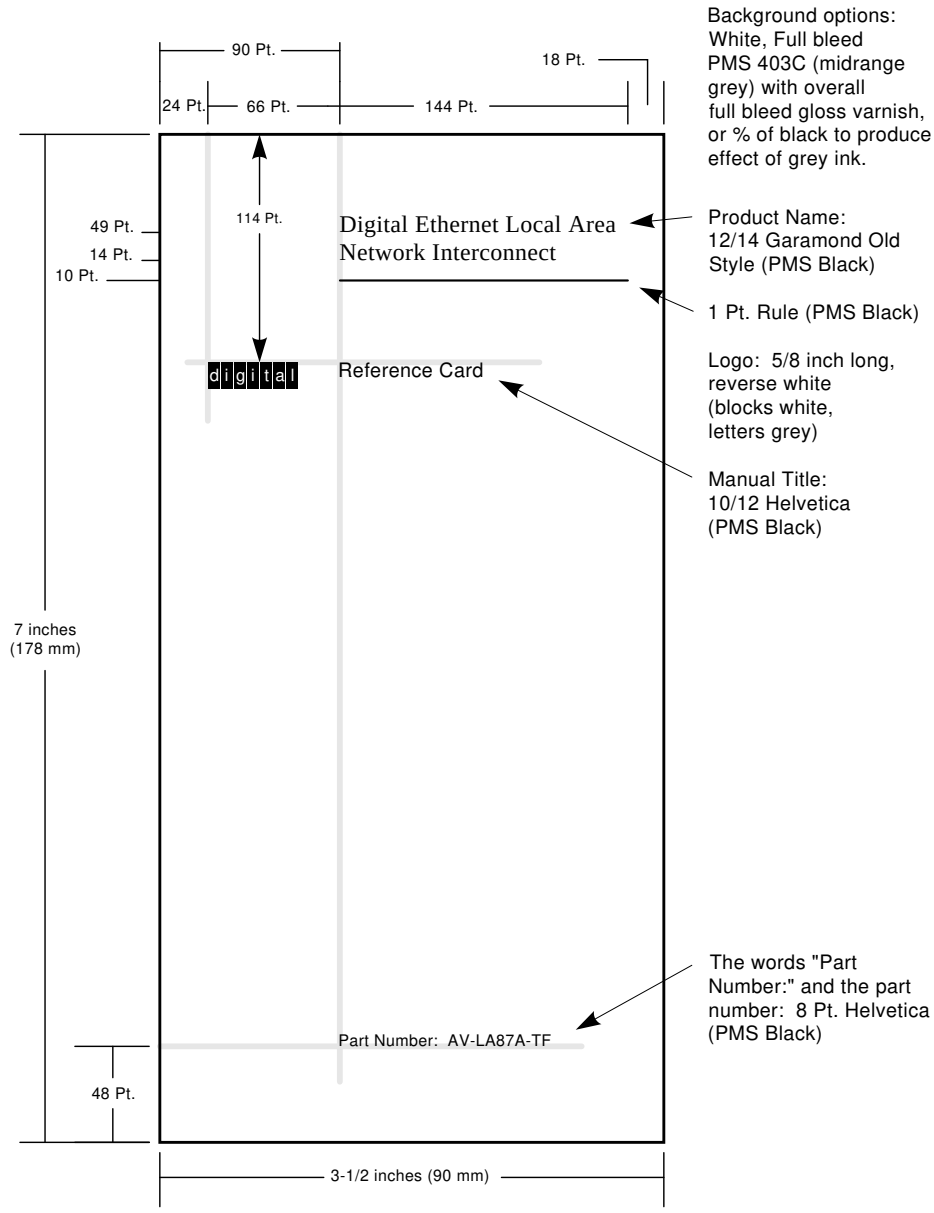
Notes: 1. This drawing is not to scale.
2. The type shown may not match the fonts specified.

Figure 3–15: Layout for 4 x 8 Inch Horizontal Front Covers


160 Pt.
18 Pt.
54 Pt.
96 Pt.
408 Pt.
51 Pt.
8 Pt.
118 Pt.
VAX BASIC
digital
Pocket Reference Guide
4 inches
(102 mm)
Part Number: AV-F1344-TK
24 Pt.
8 inches (203 mm)
Background: Full bleed PMS 403C (midrange grey) with overall full bleed gloss varnish
Product Name: 15/18 Garamond Old Style (PMS Black)
1 Pt. Rule (PMS Black)
Logo: 5/8 inch long, reverse white (blocks white, letters grey)
Manual Title: 10/12 Helvetica (PMS Black)
The words "Part Number:" and the part number: 8 Pt. Helvetica (PMS Black)

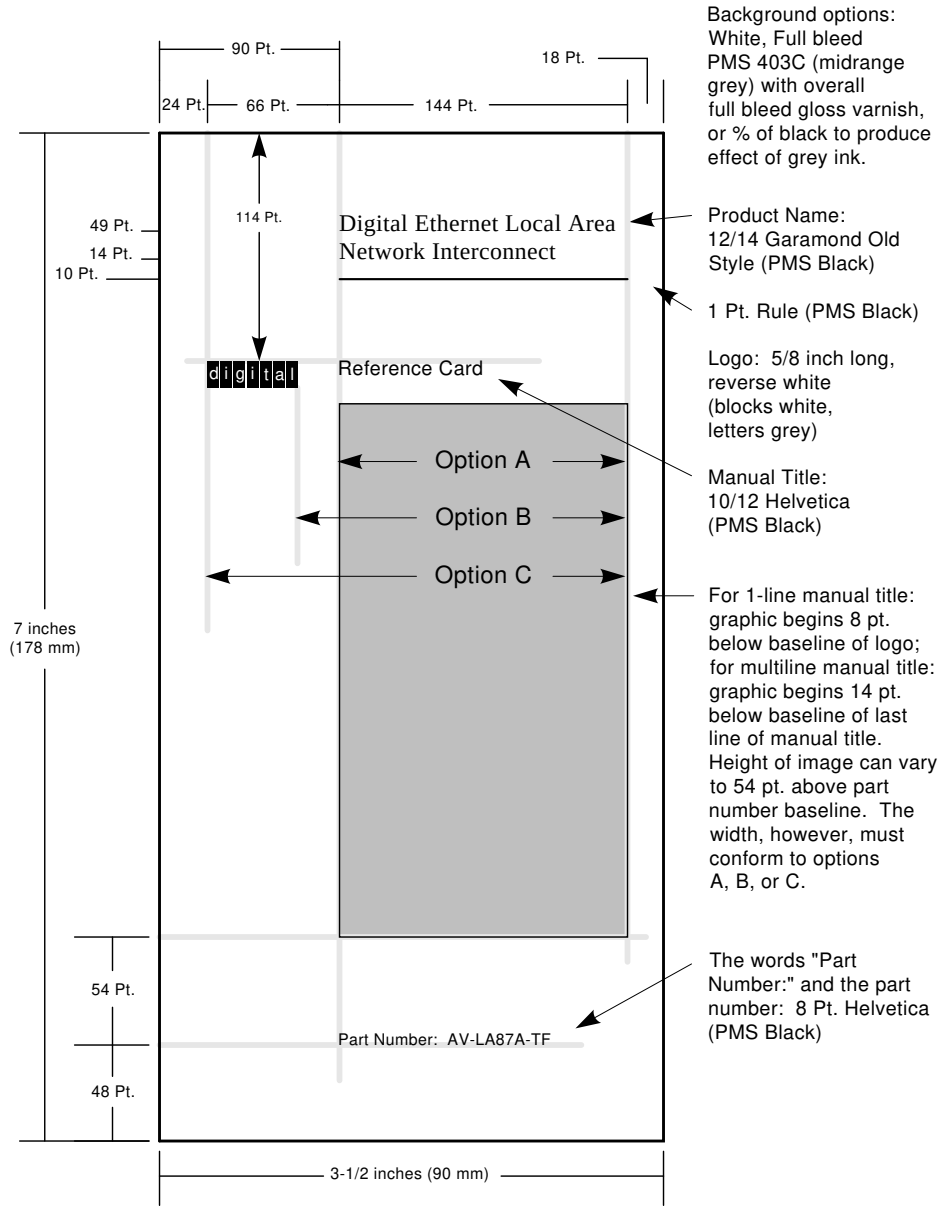
Notes: 1. This drawing is not to scale.
2. The type shown may not match the fonts specified.

Figure 3–16: Layout for Optional Front Panel of 3-1/2 x 7 Inch Vertical Cards Without Graphics


Background options: White, Full bleed PMS 403C (midrange grey) with overall full bleed gloss varnish, or % of black to produce effect of grey ink.
90 Pt.
18 Pt.
24 Pt.
66 Pt.
144 Pt.
114 Pt.
49 Pt.
14 Pt.
10 Pt.
Digital Ethernet Local Area Network Interconnect
Product Name: 12/14 Garamond Old Style (PMS Black)
1 Pt. Rule (PMS Black)
digital
Reference Card
Logo: 5/8 inch long, reverse white (blocks white, letters grey)
Manual Title: 10/12 Helvetica (PMS Black)
7 inches (178 mm)
The words "Part Number:" and the part number: 8 Pt. Helvetica (PMS Black)
Part Number: AV-LA87A-TF
48 Pt.
3-1/2 inches (90 mm)

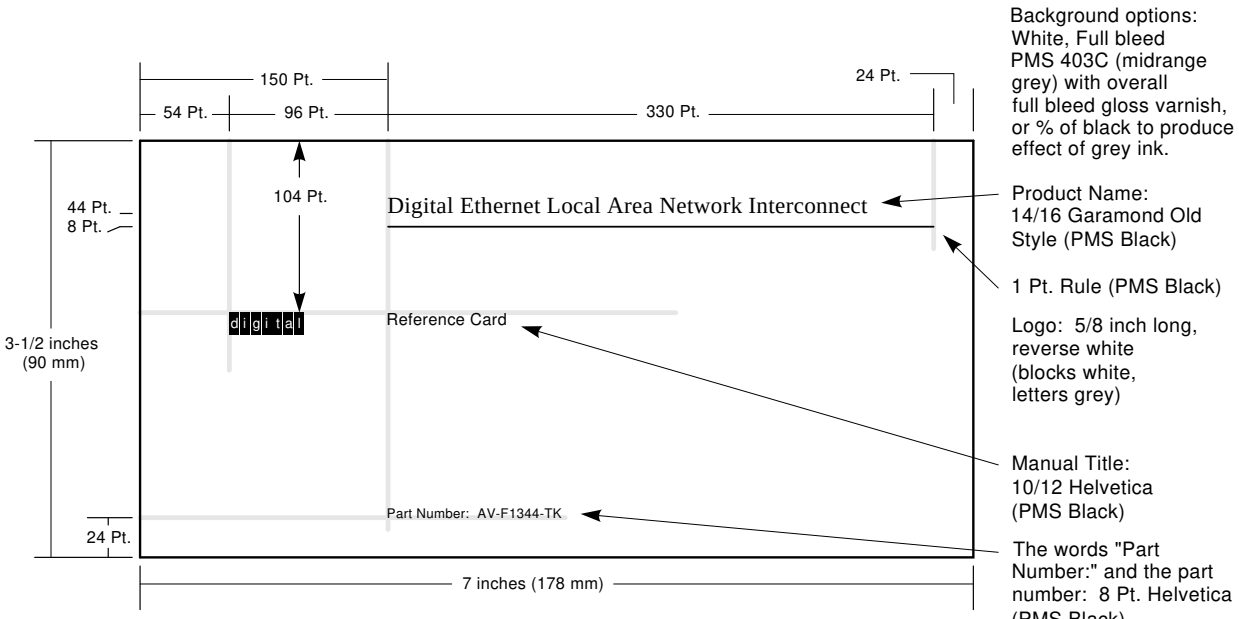
Notes: 1. This drawing is not to scale.
2. The type shown may not match the fonts specified.

Figure 3–17: Layout for Optional Front Panel of 3-1/2 x 7 Inch Vertical Cards with Optional Graphics


Background options: White, Full bleed PMS 403C (midrange grey) with overall full bleed gloss varnish, or % of black to produce effect of grey ink.
90 Pt.
18 Pt.
24 Pt.
66 Pt.
144 Pt.
114 Pt.
49 Pt.
14 Pt.
10 Pt.
Digital Ethernet Local Area Network Interconnect
Product Name: 12/14 Garamond Old Style (PMS Black)
1 Pt. Rule (PMS Black)
digital
Reference Card
Logo: 5/8 inch long, reverse white (blocks white, letters grey)
Option A
Option B
Option C
Manual Title: 10/12 Helvetica (PMS Black)
7 inches (178 mm)
For 1-line manual title: graphic begins 8 pt. below baseline of logo; for multiline manual title: graphic begins 14 pt. below baseline of last line of manual title. Height of image can vary to 54 pt. above part number baseline. The width, however, must conform to options A, B, or C.
54 Pt.
The words "Part Number:" and the part number: 8 Pt. Helvetica (PMS Black)
Part Number: AV-LA87A-TF
48 Pt.
3-1/2 inches (90 mm)

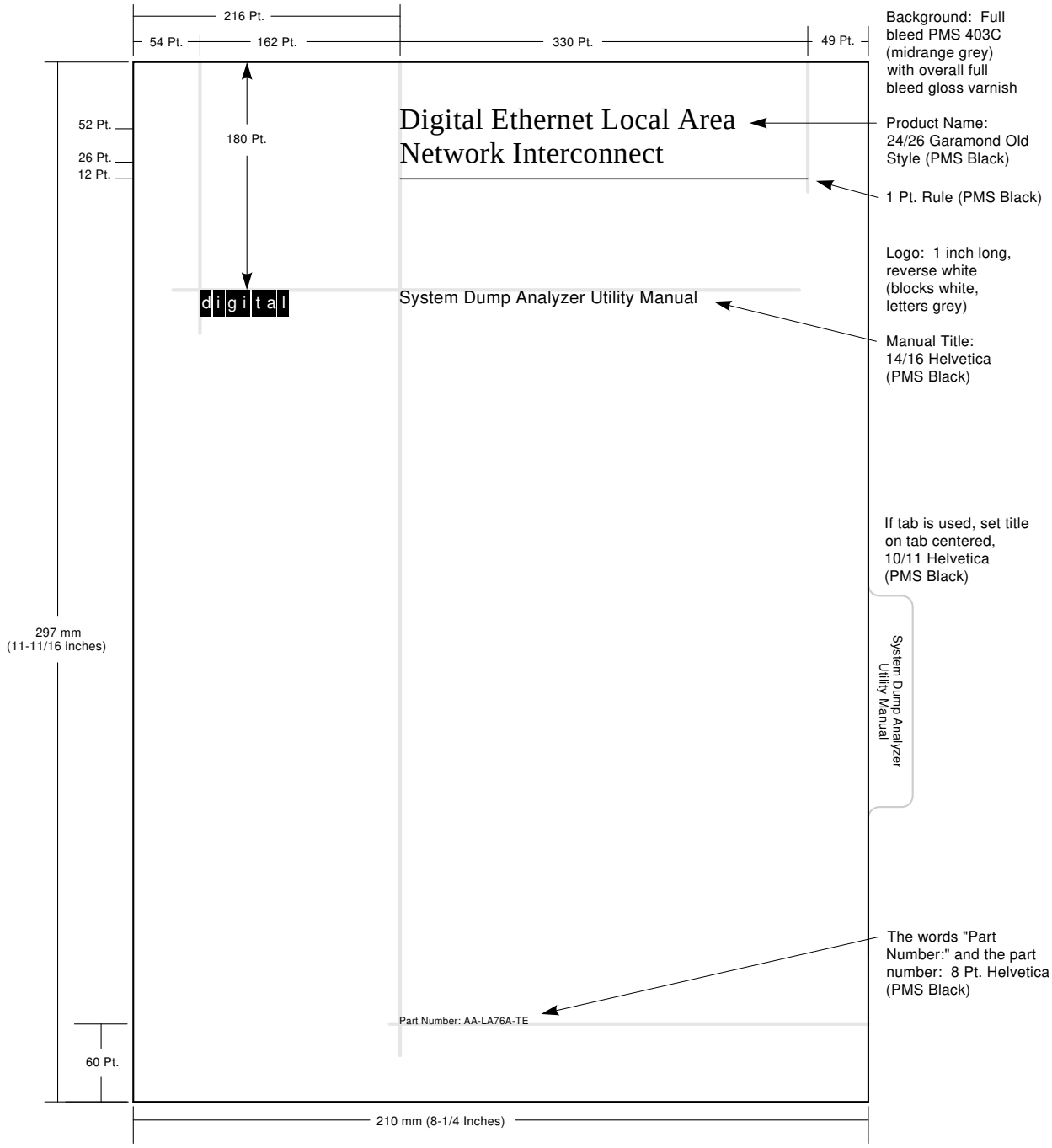
Notes: 1. This drawing is not to scale.
2. The type shown may not match the fonts specified.

Figure 3–18: Layout for Optional Front Panel of 3-1/2 x 7 Inch Horizontal Cards


Background options: White, Full bleed PMS 403C (midrange grey) with overall full bleed gloss varnish, or % of black to produce effect of grey ink.
150 Pt.
24 Pt.
54 Pt.
96 Pt.
330 Pt.
104 Pt.
44 Pt.
8 Pt.
Digital Ethernet Local Area Network Interconnect
Product Name: 14/16 Garamond Old Style (PMS Black)
1 Pt. Rule (PMS Black)
digital
Reference Card
Logo: 5/8 inch long, reverse white (blocks white, letters grey)
3-1/2 inches (90 mm)
Manual Title: 10/12 Helvetica (PMS Black)
Part Number: AV-F1344-TK
24 Pt.
The words "Part Number:" and the part number: 8 Pt. Helvetica (PMS Black)
7 inches (178 mm)

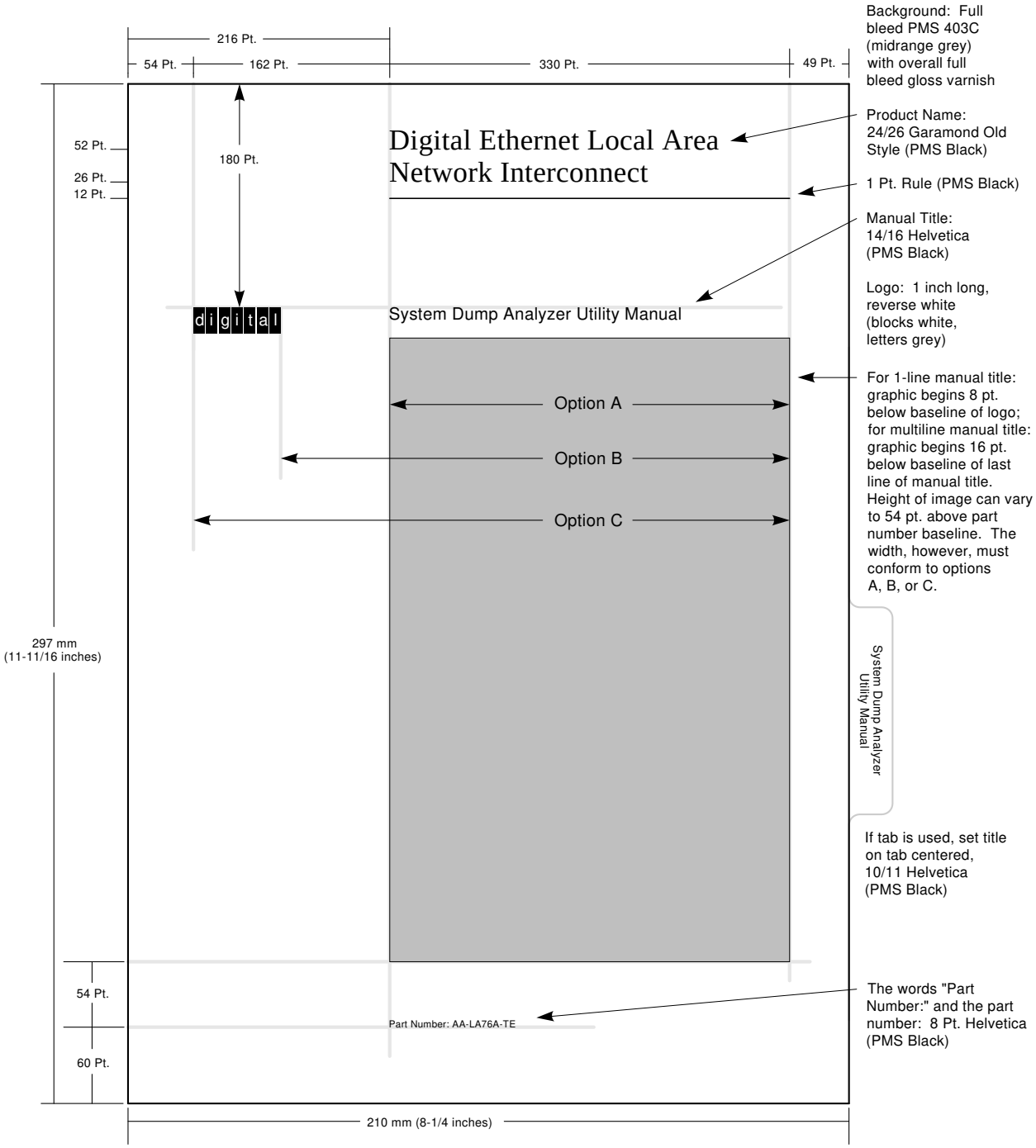
Notes: 1. This drawing is not to scale.
2. The type shown may not match the fonts specified.

Figure 3–19: Layout for A4 Vertical Front Covers Without Graphics


216 Pt.
54 Pt.
162 Pt.
330 Pt.
49 Pt.
52 Pt.
26 Pt.
12 Pt.
180 Pt.
297 mm
(11-11/16 inches)
60 Pt.
210 mm (8-1/4 Inches)
Digital Ethernet Local Area Network Interconnect
System Dump Analyzer Utility Manual
Part Number: AA-LA76A-TE
System Dump Analyzer Utility Manual
Background: Full bleed PMS 403C (midrange grey) with overall full bleed gloss varnish
Product Name: 24/26 Garamond Old Style (PMS Black)
1 Pt. Rule (PMS Black)
Logo: 1 inch long, reverse white (blocks white, letters grey)
Manual Title: 14/16 Helvetica (PMS Black)
If tab is used, set title on tab centered, 10/11 Helvetica (PMS Black)
The words "Part Number:" and the part number: 8 Pt. Helvetica (PMS Black)

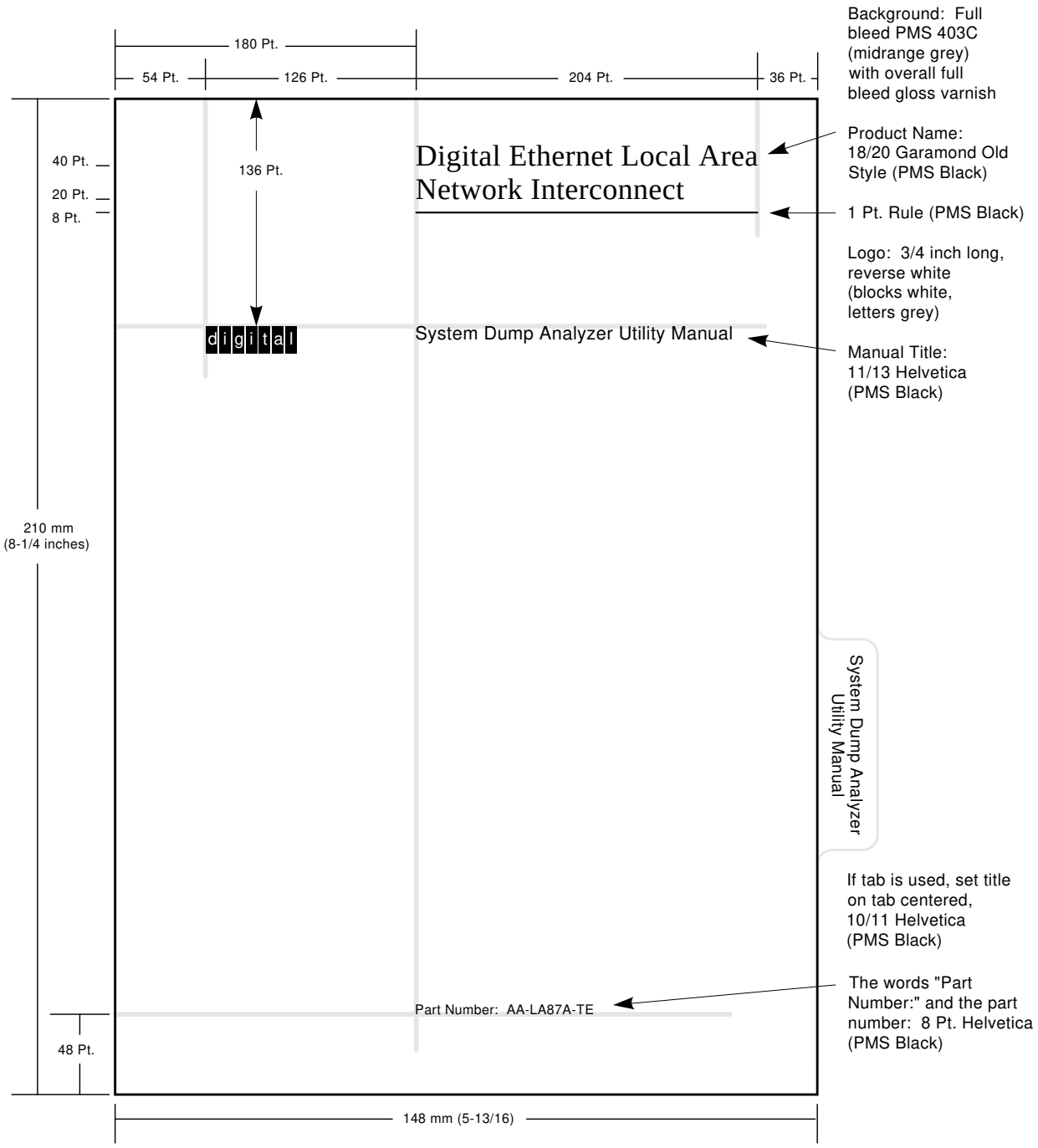
Notes: 1. This drawing is not to scale.
2. The type shown may not match the fonts specified.

Figure 3–20: Layout for A4 Vertical Front Covers with Optional Graphics


Background: Full bleed PMS 403C (midrange grey) with overall full bleed gloss varnish
216 Pt.
54 Pt.
162 Pt.
330 Pt.
49 Pt.
52 Pt.
180 Pt.
26 Pt.
12 Pt.
Digital Ethernet Local Area Network Interconnect
Product Name: 24/26 Garamond Old Style (PMS Black)
1 Pt. Rule (PMS Black)
Manual Title: 14/16 Helvetica (PMS Black)
System Dump Analyzer Utility Manual
Logo: 1 inch long, reverse white (blocks white, letters grey)
Option A
Option B
Option C
For 1-line manual title: graphic begins 8 pt. below baseline of logo; for multiline manual title: graphic begins 16 pt. below baseline of last line of manual title. Height of image can vary to 54 pt. above part number baseline. The width, however, must conform to options A, B, or C.
297 mm (11-11/16 inches)
System Dump Analyzer Utility Manual
If tab is used, set title on tab centered, 10/11 Helvetica (PMS Black)
54 Pt.
Part Number: AA-LA76A-TE
The words "Part Number:" and the part number: 8 Pt. Helvetica (PMS Black)
60 Pt.
210 mm (8-1/4 inches)

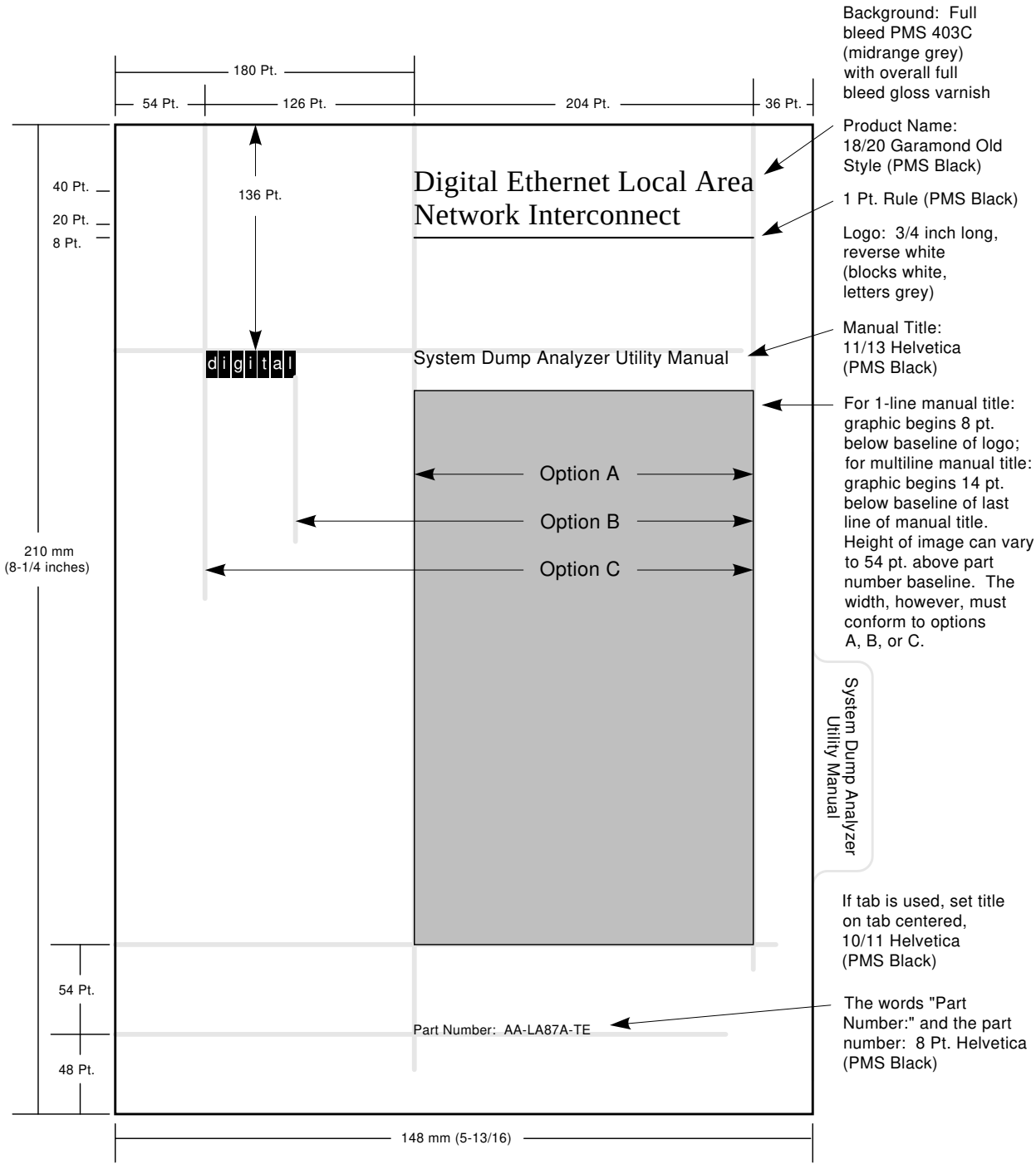
Notes: 1. This drawing is not to scale.
2. The type shown may not match the fonts specified.

Figure 3–21: Layout for A5 Vertical Front Covers Without Graphics


180 Pt.
54 Pt.
126 Pt.
204 Pt.
36 Pt.
40 Pt.
20 Pt.
8 Pt.
136 Pt.
Digital Ethernet Local Area Network Interconnect
digital
System Dump Analyzer Utility Manual
210 mm (8-1/4 inches)
System Dump Analyzer Utility Manual
Part Number: AA-LA87A-TE
48 Pt.
148 mm (5-13/16)
Background: Full bleed PMS 403C (midrange grey) with overall full bleed gloss varnish
Product Name: 18/20 Garamond Old Style (PMS Black)
1 Pt. Rule (PMS Black)
Logo: 3/4 inch long, reverse white (blocks white, letters grey)
Manual Title: 11/13 Helvetica (PMS Black)
If tab is used, set title on tab centered, 10/11 Helvetica (PMS Black)
The words "Part Number:" and the part number: 8 Pt. Helvetica (PMS Black)

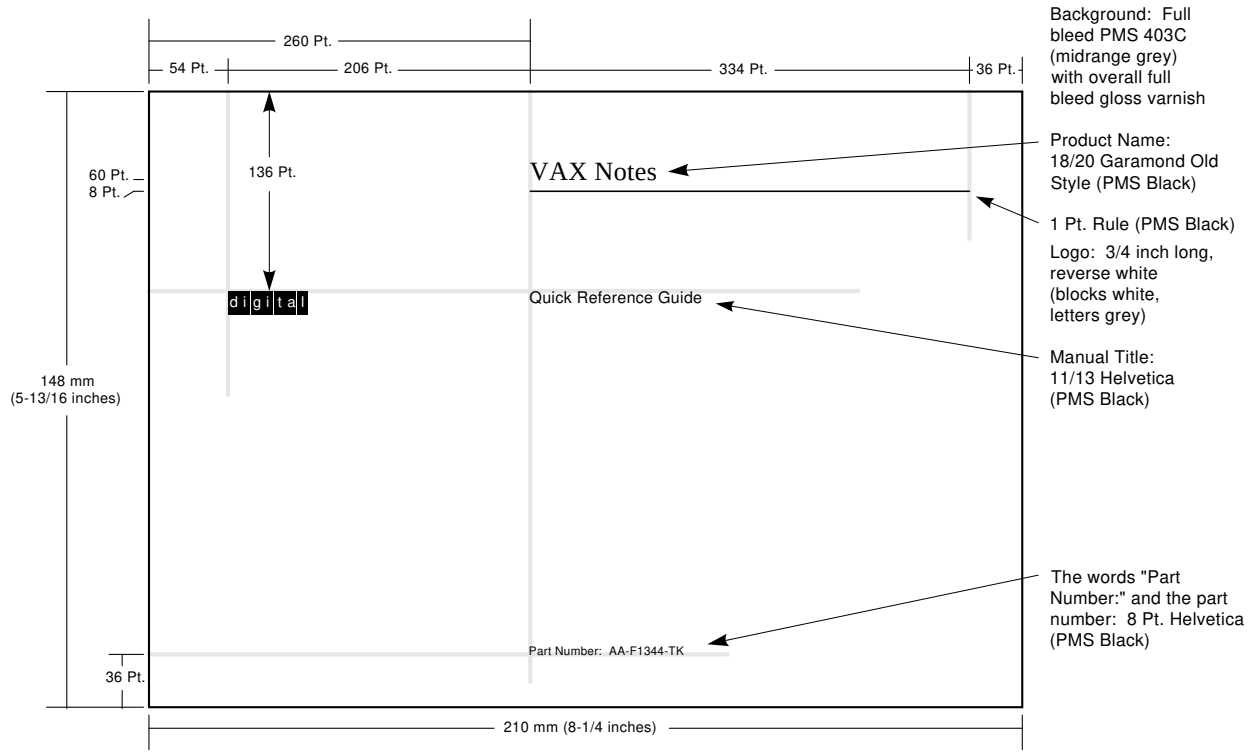
Notes: 1. This drawing is not to scale.
2. The type shown may not match the fonts specified.

Figure 3–22: Layout for A5 Vertical Front Covers with Optional Graphics


Background: Full bleed PMS 403C (midrange grey) with overall full bleed gloss varnish
180 Pt.
54 Pt.
126 Pt.
204 Pt.
36 Pt.
Product Name: 18/20 Garamond Old Style (PMS Black)
40 Pt.
136 Pt.
Digital Ethernet Local Area Network Interconnect
1 Pt. Rule (PMS Black)
20 Pt.
8 Pt.
Logo: 3/4 inch long, reverse white (blocks white, letters grey)
digital
System Dump Analyzer Utility Manual
Manual Title: 11/13 Helvetica (PMS Black)
For 1-line manual title: graphic begins 8 pt. below baseline of logo; for multiline manual title: graphic begins 14 pt. below baseline of last line of manual title. Height of image can vary to 54 pt. above part number baseline. The width, however, must conform to options A, B, or C.
Option A
Option B
Option C
210 mm
(8-1/4 inches)
System Dump Analyzer Utility Manual
If tab is used, set title on tab centered, 10/11 Helvetica (PMS Black)
54 Pt.
The words "Part Number:" and the part number: 8 Pt. Helvetica (PMS Black)
Part Number: AA-LA87A-TE
48 Pt.
148 mm (5-13/16)

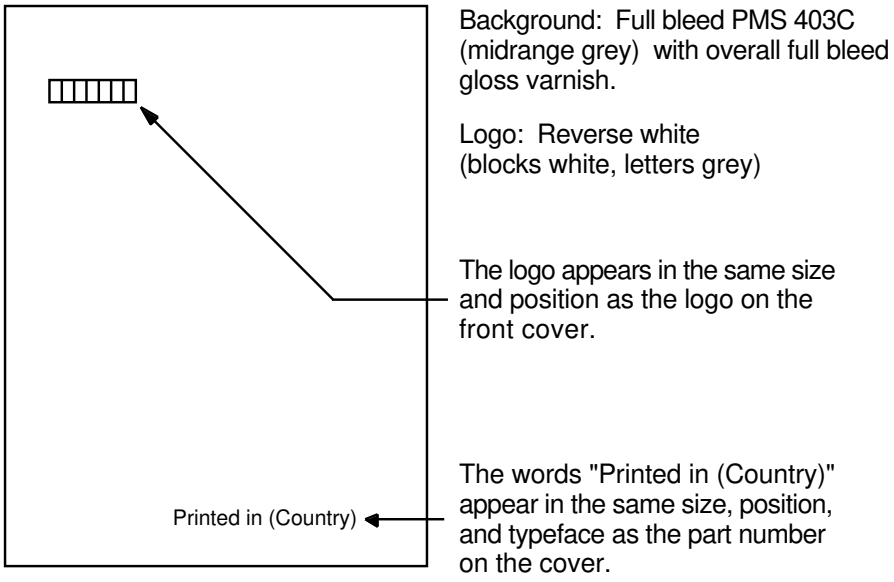
Notes: 1. This drawing is not to scale.
2. The type shown may not match the fonts specified.

Figure 3–23: Layout for A5 Horizontal Front Covers


260 Pt.
54 Pt.
206 Pt.
334 Pt.
36 Pt.
60 Pt.
8 Pt.
136 Pt.
VAX Notes
digital
Quick Reference Guide
148 mm
(5-13/16 inches)
Part Number: AA-F1344-TK
36 Pt.
210 mm (8-1/4 inches)
Background: Full bleed PMS 403C (midrange grey) with overall full bleed gloss varnish
Product Name: 18/20 Garamond Old Style (PMS Black)
1 Pt. Rule (PMS Black)
Logo: 3/4 inch long, reverse white (blocks white, letters grey)
Manual Title: 11/13 Helvetica (PMS Black)
The words "Part Number:" and the part number: 8 Pt. Helvetica (PMS Black)

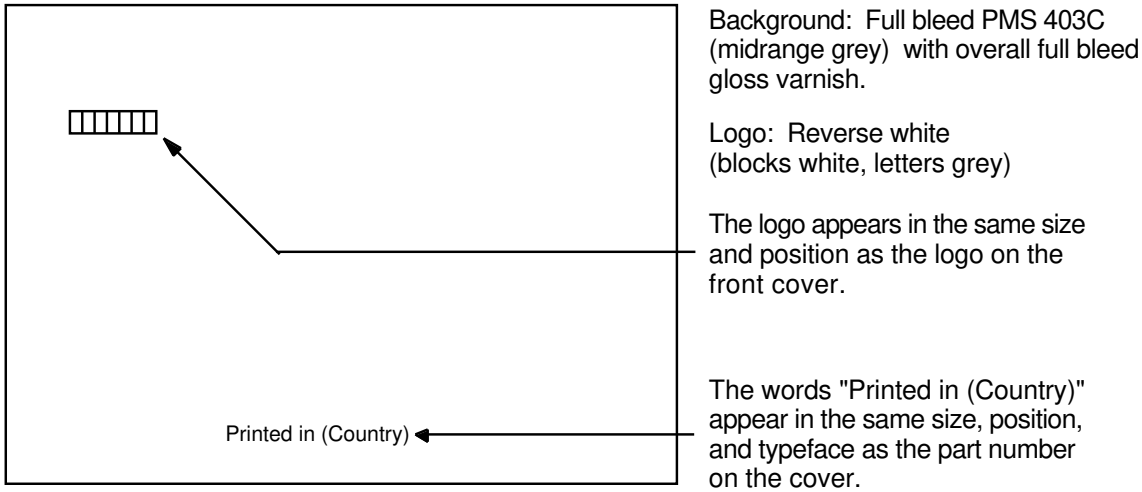
Notes: 1. This drawing in not to scale.
2. The type shown may not match the fonts specified.

Figure 3–24: General Layout for Vertical Back Covers


Background: Full bleed PMS 403C (midrange grey) with overall full bleed gloss varnish.
Logo: Reverse white (blocks white, letters grey)
The logo appears in the same size and position as the logo on the front cover.
The words "Printed in (Country)" appear in the same size, position, and typeface as the part number on the cover.
Printed in (Country)

Note: This drawing is not to scale.

Figure 3–25: General Layout for Horizontal Back Covers


Background: Full bleed PMS 403C (midrange grey) with overall full bleed gloss varnish.
Logo: Reverse white (blocks white, letters grey)
The logo appears in the same size and position as the logo on the front cover.
The words "Printed in (Country)" appear in the same size, position, and typeface as the part number on the cover.
Printed in (Country)

Note: This drawing is not to scale.

3.4 Drilling

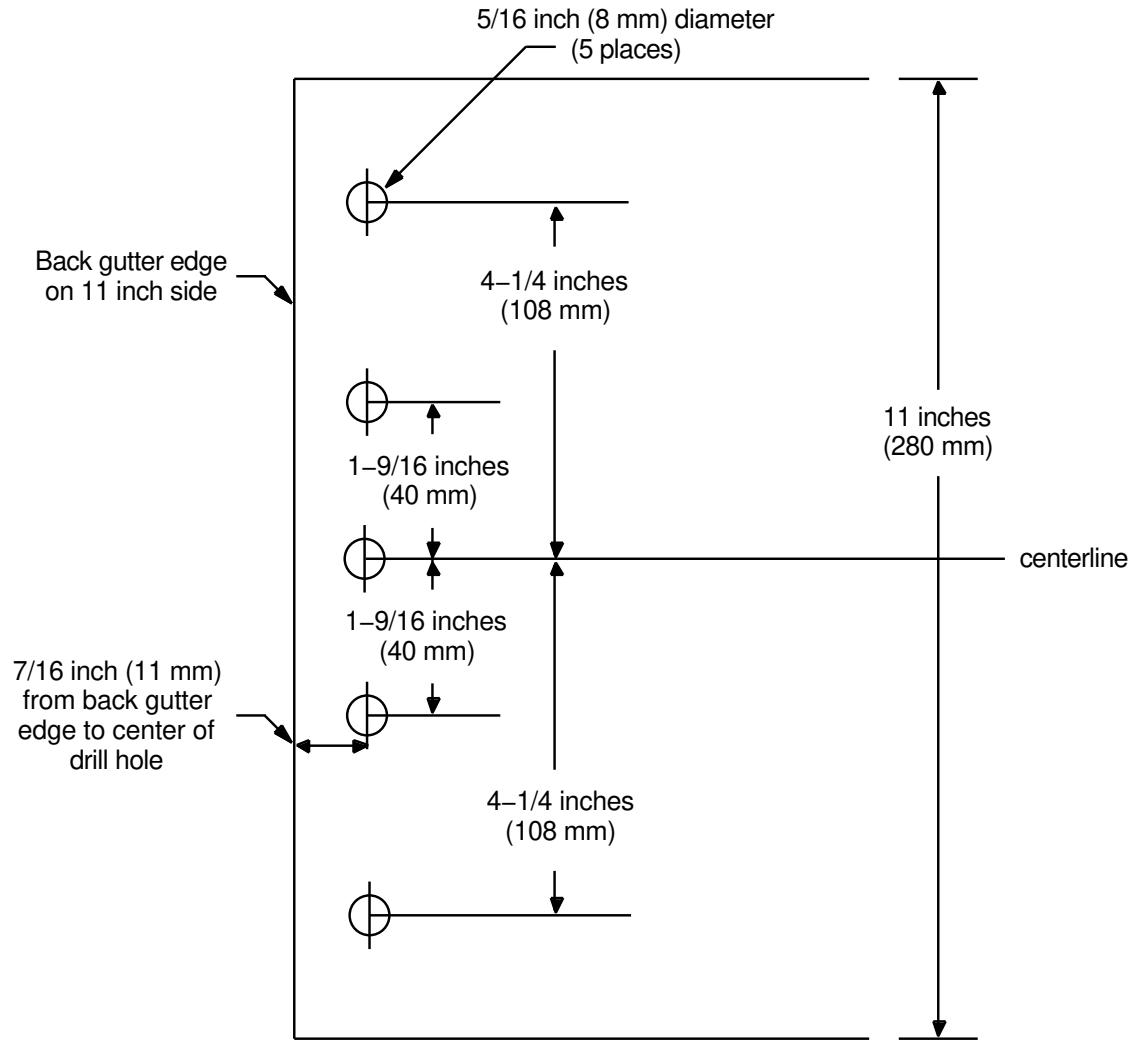
All manuals that are to be shipped in ring binders are drilled. Except for release notes: perfect-bound manuals, saddle-stitched manuals, wire-O manuals, quick reference material, SPDs, and letters are not drilled. Table 3–8 and Figures 3–26 to 3–29 show the drilling information for various trim sizes.

Table 3–8: Drilling Information

Trim Size	Number of Holes	Hole Diameter	Reference
8-1/2 x 11 inches	5[1]	5/16 inch (8 mm)	Figure 3–26
7 x 9 inches	5[1]	5/16 inch (8 mm)	Figure 3–27
A4	4	8 mm (5/16 inch)	Figure 3–28
A5	5[1]	8 mm (5/16 inch)	Figure 3–29

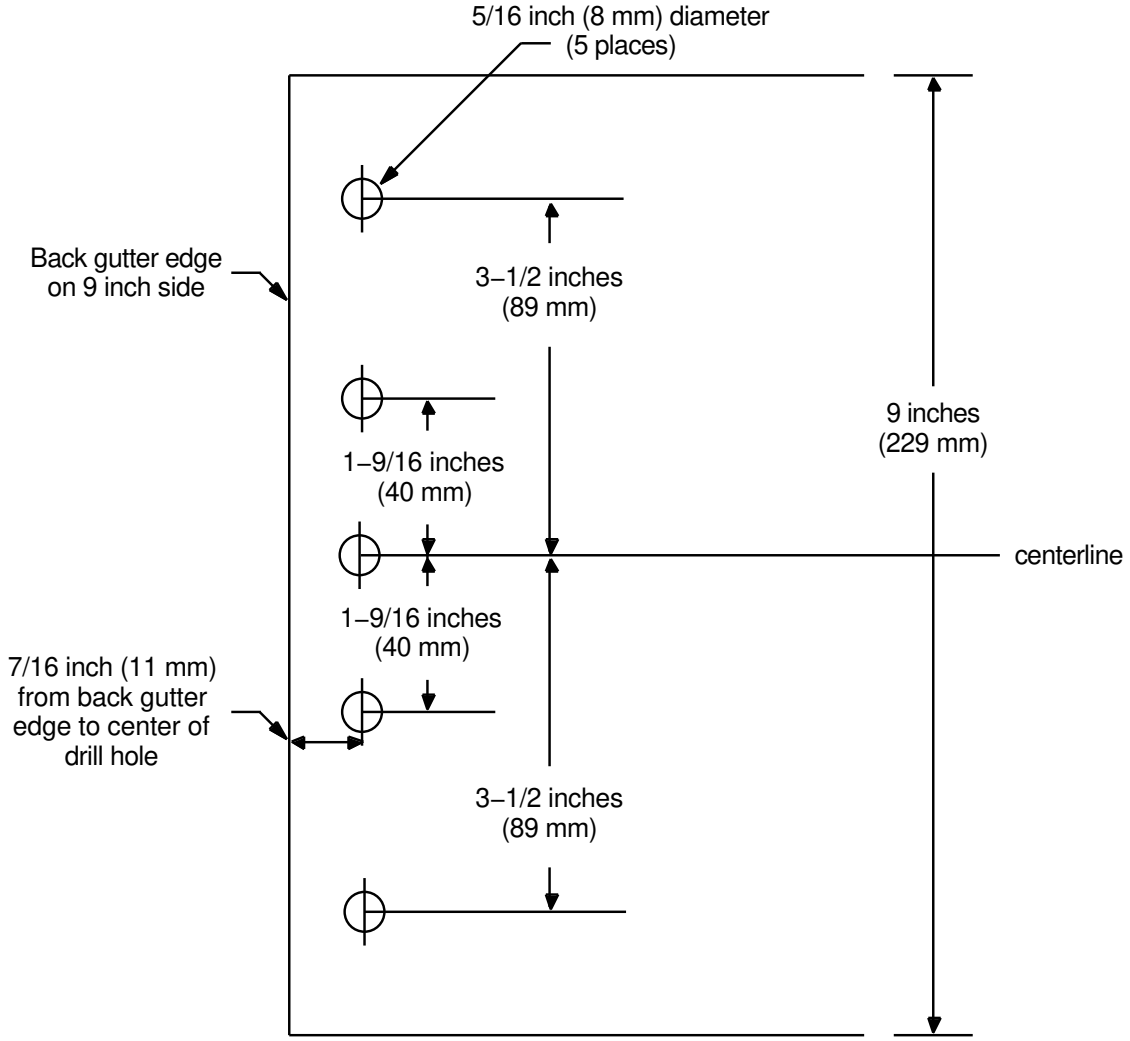
[1]Five-hole drilling allows customers to place pages in various size binders.

Figure 3–26: Hole Placement (8-1/2 x 11 Inch Trim Size)



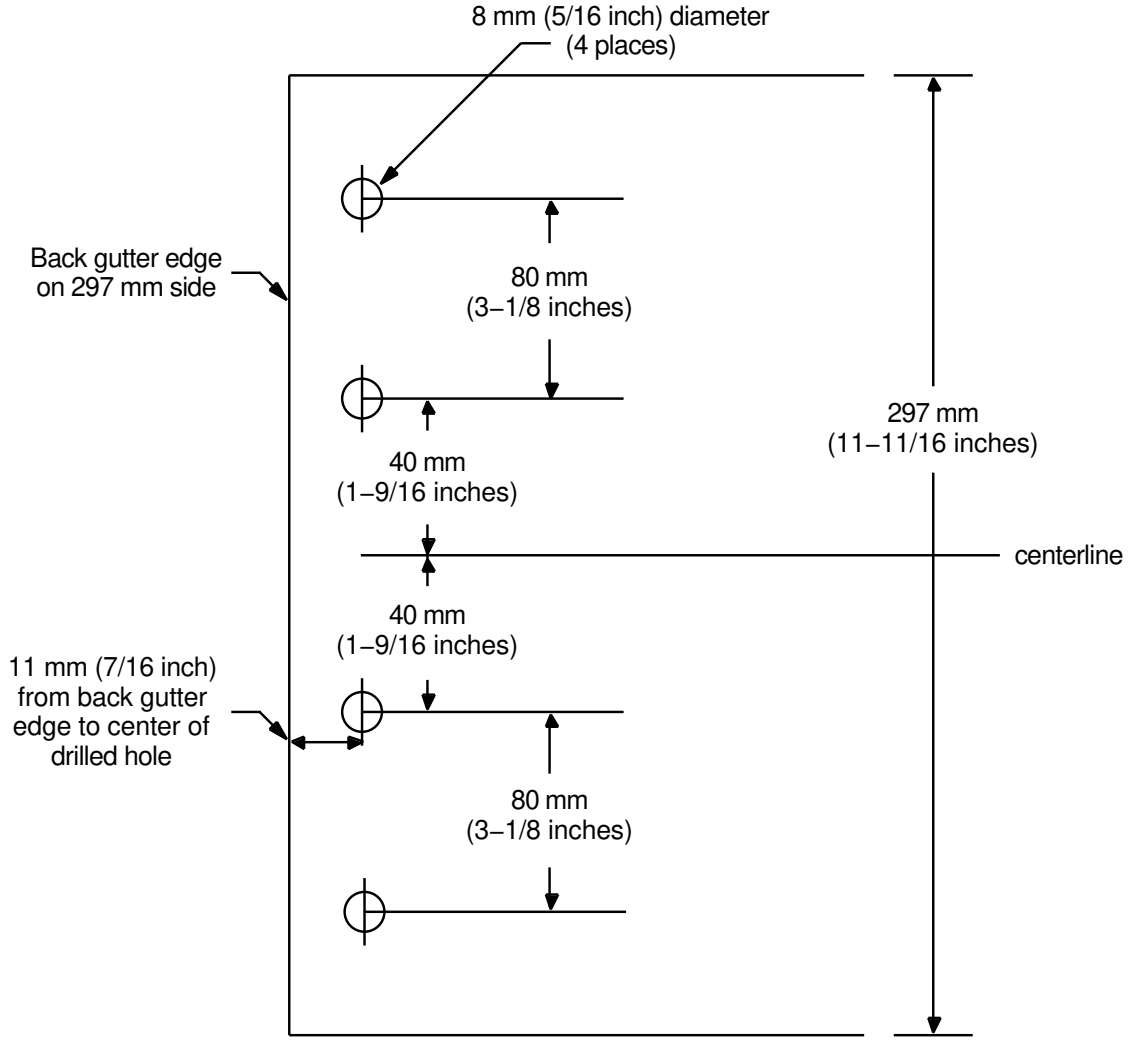
Note: This drawing is not to scale.

Figure 3–27: Hole Placement (7 x 9 Inch Trim Size)



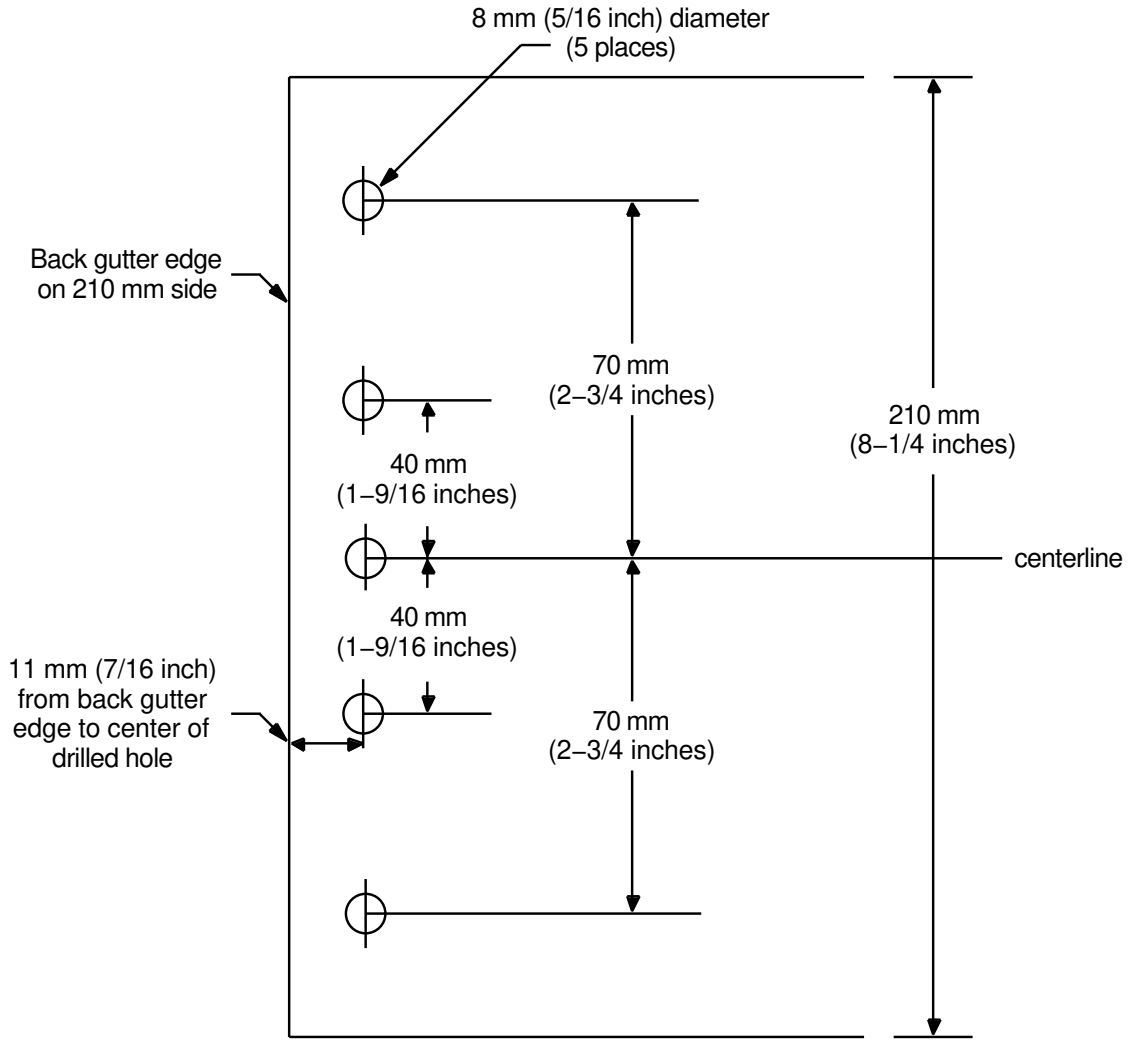
Note: This drawing is not to scale.

Figure 3–28: Hole Placement (A4 Trim Size)



Note: This drawing is not to scale.

Figure 3–29: Hole Placement (A5 Trim Size)



Note: This drawing is not to scale.

3.5 Foldouts

A foldout is a folded right-hand page within a manual that is larger than the other pages. The reverse side is always blank. Foldouts allow for easy reference to keypad layouts, exploded views, wiring diagrams, and so on.

In most cases, if reference material is to be removed and used outside a manual, for example, hung on a customer's wall, a card or poster should be used instead of a foldout. However, for documentation sets with numerous items used in this manner, there would be a proliferation of part numbers, making the kit more complex. In these cases, multiple foldouts are included in a manual or installation guide. Removable foldouts are permitted only in ring-bound manuals.

For foldouts that are removed and used outside the manual, 10-point cover stock is used instead of the standard text paper. However, if cover stock is used for foldouts, those foldouts can have only one fold. The stock for nonremovable foldouts is the same as the text stock.

The following specifications apply to foldouts:

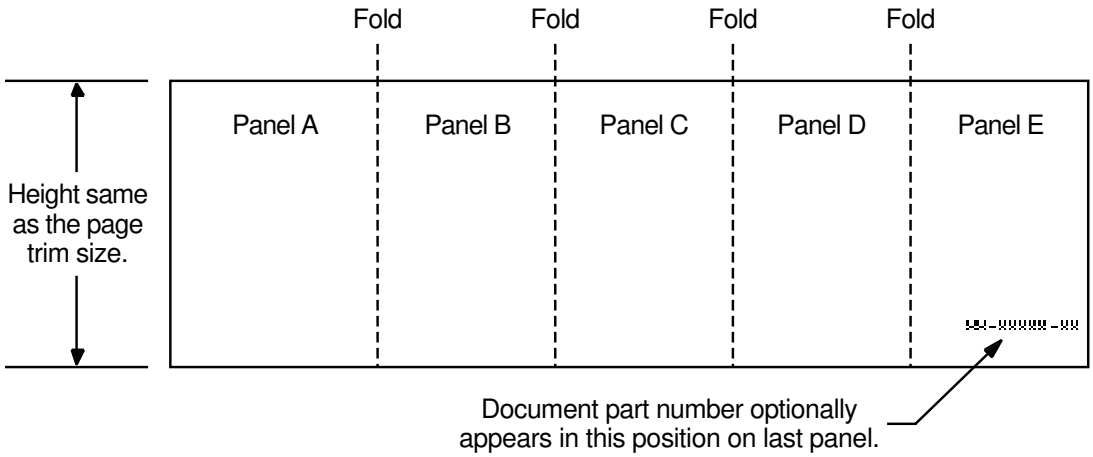
Trim sizes: As shown in Figure 3–30, the first panel, panel A, is always wider than the other panels to allow for the drilling of holes. For single-fold foldouts, only panels A and B apply.

Stock: For nonremovable foldouts, same as the text stock for foldouts used within a manual.

For removable foldouts, 10-point, Bristol/Cover, white, coated one side.

Table 3–9 lists the trim size width of each panel.

Figure 3–30: Foldout Panel Layout



Note: This drawing is not to scale.

Table 3–9: Foldout Trim Size Widths

Panel	Page Size							
	8-1/2 x 11 inches		7 x 9 inches		A4		A5	
	Min	Max	Min	Max	Min	Max	Min	Max
A	—	8-3/8 in.	—	6-7/8 in.	—	207 mm	—	145 mm
B	2-1/4 in.	7-5/8 in.	2-1/4 in.	6-1/8 in.	57 mm	188 mm	57 mm	126 mm
C	2-1/4 in.	7-5/8 in.	2-1/4 in.	6-1/8 in.	57 mm	188 mm	57 mm	126 mm
D	2-1/4 in.	7-5/8 in.	2-1/4 in.	6-1/8 in.	57 mm	188 mm	57 mm	126 mm
E	2-1/4 in.	3-3/4 in.	2-1/4 in.	3-3/4 in.	57 mm	95 mm	57 mm	95 mm
	Total width not to exceed 35 inches		Total width not to exceed 29 inches		Total width not to exceed 866 mm		Total width not to exceed 618 mm	

Notes:
Panels can vary in width provided the maximum sheet width is not exceeded.
All folds are accordion type folds.
The foldout height always equals the page trim size.
Five panels are the maximum.
Refer to Figure 3–30 for foldout panel layout.

3.6 Ink

Black is the standard ink color for text and illustrations. Because using more than one ink color is expensive, additional color should be used judiciously. If an additional ink color is required, its use should be localized, if possible, within the document rather than scattered throughout to reduce printing cost and turnaround time.

There are two types of printing with multiple ink colors:

- Flat printing, which uses standard PMS inks to achieve solid or screened ink colors.
- Four-color process printing, which uses a photomechanical separation process for printing full-color photos and artwork. Four-color process printing uses yellow, magenta, cyan, and black to achieve a full range of color and tonal values.

NOTE

Documentation groups are advised to consider the current restrictions of demand print before deciding to use more than one ink color. See Appendix C.

3.6.1 Flat Color Printing

Multiple flat colors are to be used only for functional purposes. Functional uses of color include:

- Highlighting user input, such as typing characters or selecting from a screen display.
- Reproducing important screen information that is color coded on users' screens. For example, an application might need to use a red icon to indicate a hazard warning. The documentation would need to explain the icon's use and show it using a flat red color.
- Differentiating variations of hardware and software documented in a single manual. For example:
  - — Differentiating language extensions from the base language features by using black ink for the base language and another color ink for the extensions.
  - — Differentiating the features of two operating systems in a manual that documents both by using black ink for one operating system and another ink color for the other.
- Bleed bars to differentiate material within a document. See Section 3.7.2.
- Highlighting portions of complex illustrations, only when shading in black obliterates the part in question. For example, color would highlight a small part in a complex illustration; otherwise, the part would not be visible because of the density of lines in the remainder of the illustration.
- Differentiating multiple functions that are mapped to a single key (or combination of keys) on the keyboard or keypad.

If there is a functional need to use more than four flat colors in the documentation, the new products planner should be notified by the end of Phase 1 but must be notified at least 8 weeks before the document reproduction is delivered to the film supplier.

The new products planner will consult with the technical support manager to determine if it would be more economical to use four-color process printing in this case.

3.6.2 Choice of Flat Colors

A palette of colors is available for use in Digital documentation. For consistency, colors outside of the palette are not permitted in text.

If a color in addition to black is used, that color must be chosen from the following palette:

PMS 192 (red)
PMS 307 (blue)
PMS 321 (teal blue)
PMS 513 (purple)
PMS 123 (gold)—Used to illustrate function keys; must not be used to highlight text.

Flat colors used for front cover graphics are not restricted to this palette.

3.6.3 Four-Color Process Printing

Four-color process printing is expensive and time consuming. Its use requires a waiver in all cases except two:

- In producing facsimiles of color graphic screens when such screens are necessary to portray essential product features and when flat ink printing cannot reproduce the colors shown on the screen
- When including four-color artwork on the cover of a manual

If four-color process printing must be used to portray color graphic screens, the new products planner should be notified by the end of Phase 1 but must be notified at least 8 weeks before documentation is submitted to a film supplier.

When the document involves four-color process printing, the full color photos or artwork must be sent to the film supplier at least 10 working days before the rest of the documentation reproduction package is sent to the supplier. The full color photos or artwork must be marked up to indicate cropping and the finished size (in inches) of the art for the final printing.

Manuals that include four-color process printing in the text are printed on 70-pound, white, opaque, smooth finish paper.

NOTE

When a four-color graphic is used on a cover, the grey background is a flat ink color, the text prints flat black, and the graphic is printed in four-color process.

3.6.4 Print Proof Specifications

The type of print proof needed depends on the number of ink colors used in a manual. Table 3–10 shows the types of print proofs to be specified on print specifications. See *DEC STD 073-4 Documentation Film Mastering* for further information.

Table 3–10: Types of Print Proofs to Specify

Number of Ink Colors	Types of Print Proofs
One or two flat colors	Salt print or blue line
Three or more flat colors	Overlay proof (such as 3M Color Key, Du Pont Chromacheck) A salt print or blue line is ordered for the entire manual with an overlay proof for only those pages having three or more flat colors.

Table 3–10 (Cont.): Types of Print Proofs to Specify

Number of Ink Colors	Types of Print Proofs
Four-color process printing	Integral proof (such as Du Pont Cromalin, 3M Transfer Key, Agfa-Gevaert Gevaproof) A salt print or blue line is ordered for the entire manual with an integral proof for only those pages requiring four-color process printing.

3.7 Internal Dividers

Tabbed and nontabbed dividers are used to separate material within a document. Table 3–11 shows the divider type to use for various documents, based on the document binding.

Table 3–11: Internal Divider Types for Various Binding Methods

Binding Method	Tabbed Dividers	Nontabbed Dividers
Ring binders	X	X
Saddle-stitched binding		X
Perfect binding		X
White wire-O		X

3.7.1 Internal Tabbed Dividers

The tab extension is always printed on the front and back. In addition, text and graphics are allowed on internal tabbed dividers for functional use only, in black ink. The text and graphic are printed on the body of the tabbed dividers on the front, back, or both. Internal tabbed dividers have the following specifications:

Stock:	9-point, Bristol/Cover, white, coated two sides
Size:	1/2-inch tab on 8-1/2 x 11 inches, 7 x 9 inches, A4, and A5
Divider Ink:	Black ink only on the tab and divider.
Varnish:	None
Drilling:	Dividers are drilled to match the drilling pattern of the manual. The drilling specifications for various trim sizes are shown in Table 3–8.

Table 3–12 shows the maximum number of tabs per bank for standard trim sizes. These limits ensure adequate space on the tab for manual titles and part divisions. Fewer tabs than the maximum may be used, and binders may contain more than one bank. For example, if a 7 $\times$ 9 inch manual needs five tabs, a bank of four (the maximum allowed for the 7 $\times$ 9 inch size) would be used, and one more tab would be used behind the first bank of four in the first tab position. When choosing banks for tabs, consider the tabbed covers as a separate unit from the internal tabbed dividers.

Figures 3–2 to 3–5 show the tab specifications for the four tabbed divider sizes. The same specifications apply to the tabbed front covers.

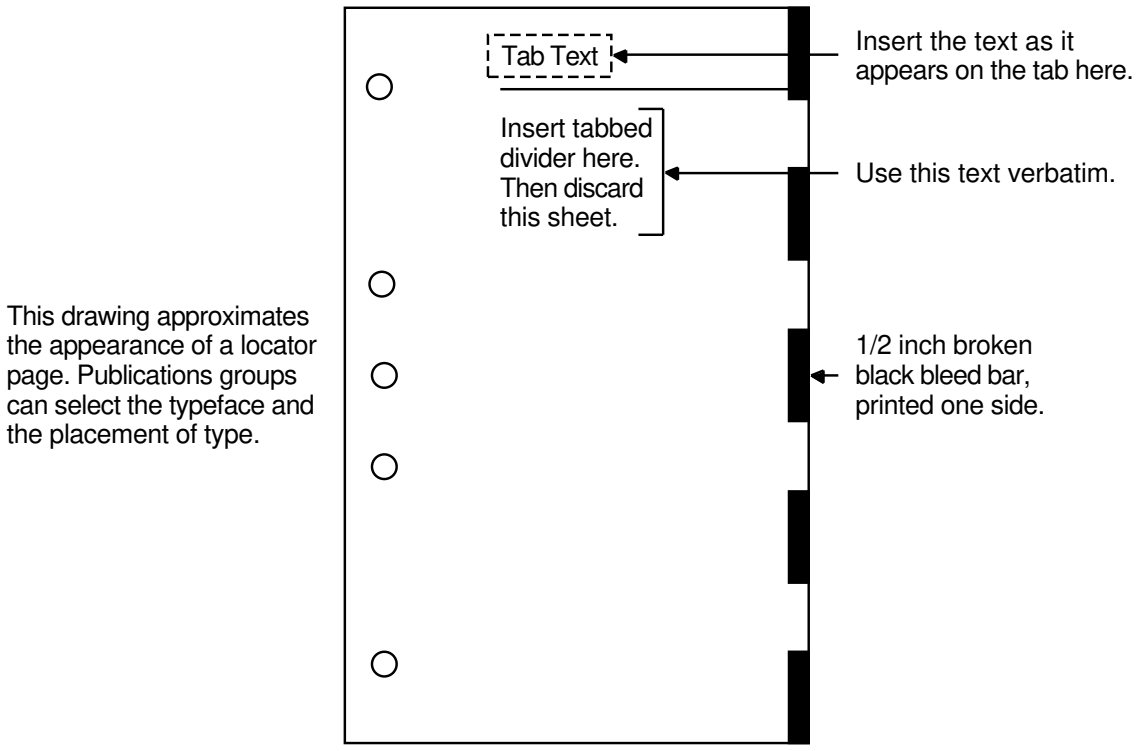
The size and position of the tabbed dividers are shown in Figures 3–2 to 3–5. Depending on the trim size of the document, refer to the appropriate figure. Choose the size and position of the tabbed dividers from any of those illustrated within that figure.

Table 3–12: Tab Information

Document Trim Size	Maximum Tabs per Bank	Tab Height	Reference
8-1/2 x 11 inches	5	1/2 inch (13 mm)	Figure 3–2
7 x 9 inches	4	1/2 inch (13 mm)	Figure 3–3
A4	5	13 mm (1/2 inch)	Figure 3–4
A5	4	13 mm (1/2 inch)	Figure 3–5

If internal tabbed dividers are used, locator pages are to be positioned in the document where the customer is to insert tabbed dividers. The locator page layout is shown in Figure 3–31.

Figure 3–31: Sample Locator Page Layout for Tabbed Dividers


Tab Text
Insert the text as it appears on the tab here.
Insert tabbed divider here. Then discard this sheet.
Use this text verbatim.
This drawing approximates the appearance of a locator page. Publications groups can select the typeface and the placement of type.
1/2 inch broken black bleed bar, printed one side.

Note: This drawing is not to scale.

3.7.2 Nontabbed Dividers and Bleed Bars

Nontabbed dividers and bleed bars are used to differentiate material within a document. Nontabbed dividers and bleed bars are used with any type of binding whereas tabbed dividers may be used only within ring binders.

Bleed bars are used, for example, to identify the beginning of a section of a book, or to highlight the pages in a section of a book.

Most material in ring binders does not require both tabbed and nontabbed dividers.

The following specifications apply to nontabbed dividers and bleed bars:

Trim sizes:	Matches the document trim size
Stock:	Same as text paper used in manual
Ink color:	Black, or a second color chosen from the approved palette.
Printing:	A 1/2-inch wide bleed bar is printed on the outside margin of the page, front and back. This bleed bar can be full length or step-segmented. It can be solid, patterned or screened. Any text on the bleed bar may be printed in reverse (white), black ink, or the second color. Artwork used for the bleed bar should be simple and capable of being processed by the film supplier using one camera shot whenever possible.

Divider text and graphics are allowed on nontabbed dividers.

Packaging: Nontabbed dividers are to be packaged in place within the manual text.

3.8 Packaging Sequence

All documentation items except SPDs, cover letters, and customer letters are to be shrinkwrapped. Documents with tabbed covers or tabbed dividers, spine inserts, posters, unfolded reference cards and single-fold cards, and manuals with 2 to 56 text sheets must have a chipboard protector shrinkwrapped with the document. The chipboard provides protection to the tabbed covers and tabbed dividers during the shrinkwrapping process and during handling and shipping. The chipboard must be large enough to cover tab extensions.

The packaging sequences for manuals are designed to enable the customer to see the manual part number printed on the front cover. The packaging sequence for each documentation item may vary with different configurations. Table 3–13 shows the variations in packaging sequences for manuals.

Table 3–13: Packaging Sequence for Manuals

Type	Tabbed Dividers	Chipboard Required	Packaging Sequence
Tabbed/nontabbed ring-bound	Yes	Yes	Spine insert[1] Front cover Tabbed divider set Chipboard Manual text[2] Back cover
Nontabbed ring-bound	No	Only for manuals with fewer than 56 sheets	Spine insert[1] Front cover Chipboard (if required) Manual text[2] Back cover
Tabbed ring-bound	No	Yes	Spine insert[1] Front cover Chipboard Manual text[2] Back cover
Perfect-bound	Not allowed	No	Does not apply
Saddle-stitched	Not allowed	Yes	Saddle-stitched manual Chipboard[3]

[1]Spine insert is shrinkwrapped as a separate item if there are multiple books in one binder.

[2]Manual text includes nontabbed dividers. If the manual contains tabbed dividers, manual text includes the locator pages.

[3]Because a saddle-stitched manual can have no more than 56 text sheets, it is always shrinkwrapped with chipboard. The chipboard is placed in the center fold.

Table 3–13 (Cont.): Packaging Sequence for Manuals

Type	Tabbed Dividers	Chipboard Required	Packaging Sequence
Wire-O	Not allowed	Only for manuals with fewer than 56 sheets	Wire-O bound manual Chipboard (if required)

The following sections detail the requirements for packaging other documentation items.

3.8.1 Packaging Spine Inserts

Spine inserts are packaged according to Table 3–14.

The packaging sequence for a spine insert set is as follows:

Spine insert set (with text facing outward)
Chipboard
Slipsheet (with part number facing outward)

Table 3–14: Packaging Spine Inserts

Binders in Set	Books in Binder	Packaging Method
One	One	The spine insert is shrinkwrapped on top of the front cover with the book. The spine insert does not have a part number of its own and no part number is printed on the back of the spine insert. The customer receives the insert with the book. AI books require this spine packaging method.
Multiple	One	The spine insert is shrinkwrapped on top of the front cover with the book. The spine insert does not have a part number of its own and no part number is printed on the back of the spine insert. The customer receives the insert with the book. AI books require this spine packaging method.
One	Multiple	The spine insert is shrinkwrapped as a separate item (with chipboard). The spine insert has a unique part number, printed on a slipsheet[2]. The customer receives the insert with the documentation kit, but does not receive an insert if one manual is ordered separately.
Multiple[1]	Multiple	A set of spine inserts is shrinkwrapped as a separate item (with chipboard). The spine insert set has a unique part number, printed on a slipsheet[2]. The customer receives the spine insert set with the documentation kit, but does not get the spine insert set when ordering the manuals separately.

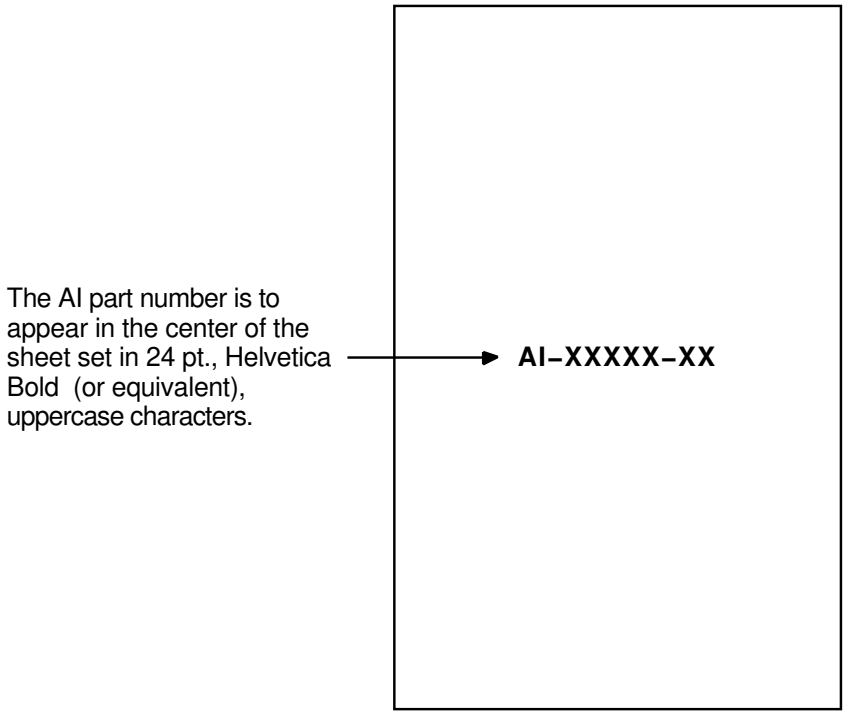
[1]This packaging method also applies to sets where one binder contains multiple manuals and another binder contains only one.

[2]When a slipsheet is needed, publications groups must prepare repro (showing the part number) for the print vendor. The print vendor will shrinkwrap the package in the following sequence: spine insert, slipsheet, chipboard. The slipsheet and chipboard must be the same size as the trim size of the manual. Use the same layout for slipsheets in AI packaging.

3.8.2 AI Packaging

If AI packaging is used, submit a repro for a slipsheet on which an AI part number is printed (centered). See Figure 3–32. Manufacturing will lay this sheet on top of the binder before shrinkwrapping the manual, binder, and spine insert set. The trim size of the slipsheet should be the same trim size as the manual.

Figure 3–32: Sample AI Slipsheet Layout


The AI part number is to appear in the center of the sheet set in 24 pt., Helvetica Bold (or equivalent), uppercase characters.
AI–XXXXX–XX

For all single-binder AI packaging, manufacturing will do the following:

1. Place tabbed dividers (and chipboard), if any, behind the front manual cover.
2. Place the spine on top of the front manual cover.
3. Shrinkwrap the spine with the manual.
4. Put the manual onto the binder rings.
5. Lay the slipsheet containing the AI part number on top of the front binder cover.
6. Shrinkwrap the slipsheet with the binder.

NOTE

Manufacturing sites may use plant-specific labeling methods (such as DEC STD 047-1 bar coding) in place of the slipsheet.

For multibinder AI packaging, manufacturing will do steps 1 through 4 for each binder, lay the slipsheet on top of the binders, and then shrinkwrap the slipsheet and the multiple binders as a package.

For perfect-bound, wire-O, and saddle-stitched AI packaging, manufacturing will lay the slipsheet on top of the manuals, and then shrinkwrap the slipsheet and manuals as a package.

3.8.3 Folded and Unfolded Cards

The packaging sequence for single-fold and unfolded cards is as follows:

Card
Chipboard
Slipsheet facing outward (Required only if the part number is not visible on the front of card.)

Multiple-fold cards are shrinkwrapped by themselves and do not require chipboard. The part number must appear on the front or back panel of the card; thus a slipsheet is not required.

3.8.4 Posters

The packaging sequence for posters is as follows:

Poster
Chipboard
Slipsheet (with part number facing outward)

3.9 Paper Specifications

This section describes the stock to be used for the various documentation items.

3.9.1 Paper Stock

Table 3–15 lists the U.S. paper stock specifications for each documentation item. European equivalent paper stocks exist for each specification defined in the standard. (See Appendix D.) Manufacturing areas may consult the conversion table and use their local equivalent.

Table 3–15: Paper Stock Specifications

Item	Stock[1]	Weight	Finish	Opacity	Brightness (Min.)	Coating (Min.)
Manual text	#2 Opaque	50-pound	Smooth	91.5	87.0	None
Manual text for four-color process printing	#2 Opaque	70-pound	Smooth	94.0	87.0	None
Covers	Bristol/Cover	10-point	Plate	99.0	81.0	1-sided
Tabbed dividers	Bristol/Cover	9-point	Plate	99.0	81.0	2-sided
Nontabbed dividers	#2 Opaque	50-pound	Smooth	91.5	87.0	None
Locator pages	#2 Opaque	50-pound	Smooth	91.5	87.0	None
Removable Foldouts	Bristol/Cover	10-point	Plate	99.0	81.0	1-sided

[1]All paper stock is white.

Table 3–15 (Cont.): Paper Stock Specifications

Item	Stock[1]	Weight	Finish	Opacity	Brightness (Min.)	Coating (Min.)
Spine inserts	Bristol/Cover	10-point	Plate	99.0	81.0	1-sided
7 x 9 inch and A5 quick reference text (Select one option.)	Uncoated cover #2 Opaque	65-pound	Smooth	99.0	87.0	None
		50-pound	Smooth	91.5	87.0	None
4 x 8 inch quick reference text	#2 Opaque	50-pound	Smooth	91.5	87.0	None
Quick reference guide covers	Bristol/Cover	10-point	Plate	99.0	81.0	1-sided
SPDs and cover letters	#2 Opaque	50-pound	Smooth	91.5	87.0	None
Customer letters	25% Cotton Fiber Writing (letterhead stock)	24-pound	Wove	88.0	90.0	None
Unfolded cards	Bristol/Cover	12-point	Plate	99.0	81.0	2-sided
Folded cards	Bristol/Cover	9-point	Plate	99.0	81.0	2-sided
Posters	#2 Offset/Coated	80-pound	Gloss or Dull	97.0	83.0	2-sided
Reader's comments page	#2 Opaque	50-pound	Smooth	91.5	87.0	None

[1]All paper stock is white.

3.9.2 Document Sizes

Table 3–16 shows the standard sizes for the documentation items.

Even though metric sizes A4 and A5 are included here, only the A5 size is available for use in the United States.

Table 3–16: Document Sizes

Document Item	Sizes	U.S. Equivalent	Metric Equivalent	Reference Section
Manuals, technical marketing manuals	8-1/2 x 11 inches	N/A	215 x 280 mm	Sections 2.1 to 2.2
	7 x 9 inches	N/A	178 x 229 mm	
	5-1/4 x 8 inches[1]	N/A	133 x 203 mm	
	A4	8-1/4 x 11-11/16 inches	210 x 297 mm	
	A5	5-13/16 x 8-1/4 inches	148 x 210 mm	
Quick reference guides	7 x 9 inches	N/A	178 x 229 mm	Section 2.3.1
	4 x 8 inches	N/A	102 x 203 mm	Section 2.3.2
	A5	5-13/16 x 8-1/4 inches	148 x 210 mm	Section 2.3.1
Unfolded cards	8-1/2 x 11 inches maximum	N/A	215 x 280 mm	Section 2.4.1
	A4 maximum	8-1/4 x 11-11/16 inches	210 x 297 mm	Section 2.4.1
Folded size cards (single-fold)	8-1/2 x 11 inches maximum	N/A	215 x 280 mm	Section 2.4.2
	A4 maximum	8-1/4 x 11-11/16 inches	210 x 297 mm	Section 2.4.2
Folded size cards (multiple-fold)	4 x 8 inches	N/A	102 x 203 mm	Section 2.4.2
	3-1/2 x 7 inches	N/A	90 x 178 mm	Section 2.4.2
SPDs	8-1/2 x 11 inches	N/A	215 x 280 mm	Section 2.5.1
	A4	8-1/4 x 11-11/16 inches	210 x 297 mm	Section 2.5.1
Letters	8-1/2 x 11 inches	N/A	215 x 280 mm	Section 2.5.2, Section 2.5.3
	7 x 9 inches	N/A	178 x 229 mm	
	A4	8-1/4 x 11-11/16 inches	210 x 297 mm	
	A5	5-13/16 x 8-1/4 inches	148 x 210 mm	Section 2.5.3
Posters (folded sizes)	8-1/2 x 11 inches	N/A	215 x 280 mm	Table 3–17

[1]This size is to be used only for technical marketing manuals.

Table 3–16 (Cont.): Document Sizes

Document Item	Sizes	U.S. Equivalent	Metric Equivalent	Reference Section
	7 x 9 inches	N/A	178 x 229 mm	Section 2.6
	A4	8-1/4 x 11-11/16 inches	210 x 297 mm	
	A5	5-13/16 x 8-1/4 inches	148 x 210 mm	

3.10 Posters

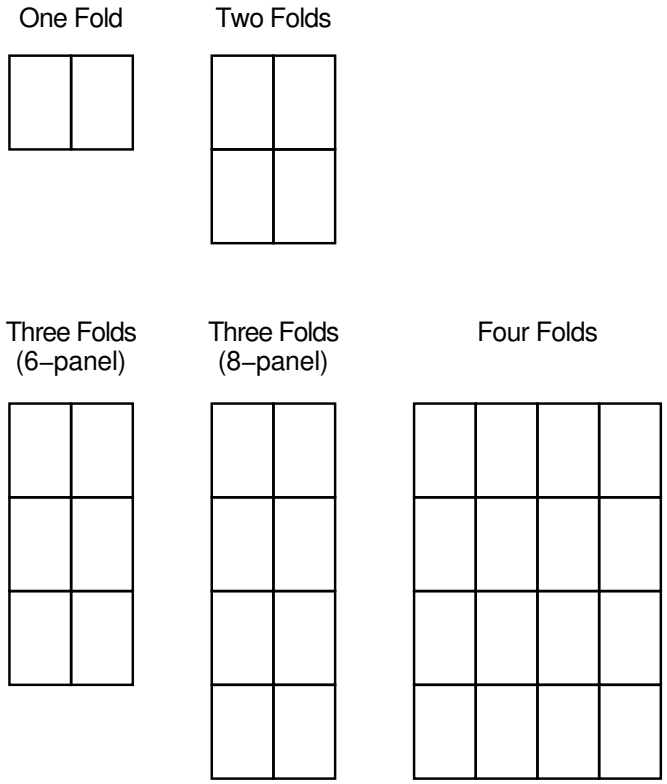
All posters use standard sheet sizes. These sheets are trimmed and folded to the same size as the manuals in the documentation set. Table 3–17 shows the finished and flat poster sizes.

Table 3–17: Sheet Measurements for Posters

Finished Size	Flat Size	Number of Folds	Number of Panels
8-1/2 x 11 inches	17 x 22 inches	2	4
	22 x 25-1/2 inches	3	6
	22 x 34 inches	3	8
7 x 9 inches	14 x 18 inches	2	4
	18 x 21 inches	3	6
	18 x 28 inches	3	8
A4	A3	1	2
	A2	2	4
	A1	3	8
A5	A3	2	4
	A2	3	8
	A1	4	16

Posters can be folded one, two, three, or four times as shown in Figure 3–33.

Figure 3–33: Suggested Poster Folding Methods



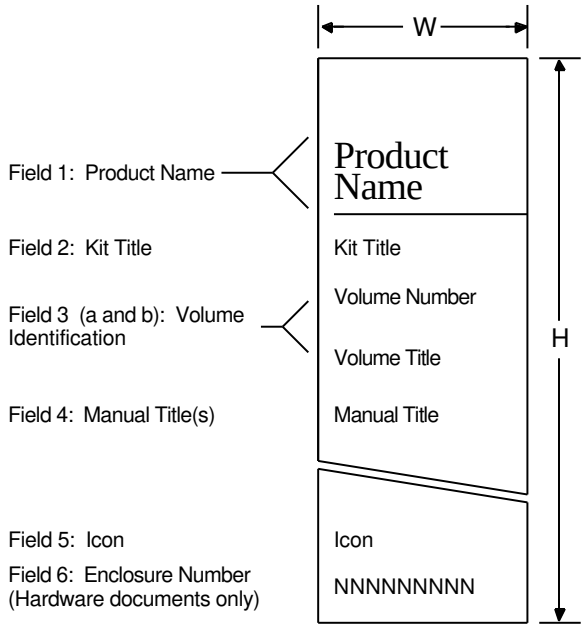
Note: These drawings are not to scale.

3.11 Spine Inserts for Ring Binders

A spine insert identifies the document or documents in a ring binder. Spine inserts must be provided with all ring-bound documentation.

The stock used for all spine inserts is 10-point, Bristol/Cover, white, coated one side. The area on a spine insert is divided into six fields. Figure 3–34 shows these fields.

Figure 3–34: Spine Insert Fields



Insert Dimensions

Page Size	Height (H)	Width (W)
8–1/2 x 11 in	7 in (178 mm)	1–5/8 in (41 mm)
7 x 9 in	4–1/2 in (114 mm)	1–5/8 in (41 mm)
A4	178 mm (7 in)	41 mm (1–5/8 in)
A5	102 mm (4 in)	41 mm (1–5/8 in)

Fields 1, 2, 5, and 6 have fixed positions (see Figure 3–36) on the spine insert, as does the rule below the product name. Fields 3 and 4, however, may float upward according to the following:

- If Field 2 is absent, Field 3 begins below the rule.
- If both Field 2 and Field 3 are absent, Field 4 begins below the rule.
- If Field 2 is present and Field 3 is absent, Field 4 follows Field 2.
- If there is no applicable product name in Field 1, the following rules apply:
  - — For multiple manuals in a binder, the manuals titles do not appear in Field 1. If a kit title is used, move it up to Field 1. In this case, the typeface must follow the specifications of the product name field.
  - — For a single manual in a binder, the title should appear in Field 1.

Uppercase and lowercase letters are used for all text on the spine insert. This text follows the same conventions used for text and headings in the body of the document. Uppercase letters are not to be used for emphasis or to show levels of hierarchy. The exception to this is the product name: product names are legal trademarks and must be displayed exactly as they are registered, for example, VAXstation or VAX Ada.

The use of these fields is described in subsequent subsections.

3.11.1 Field 1: Product Name

Field 1 contains the name of the product.

For binders containing more than one book, the typeface should follow the specifications of the product name field.

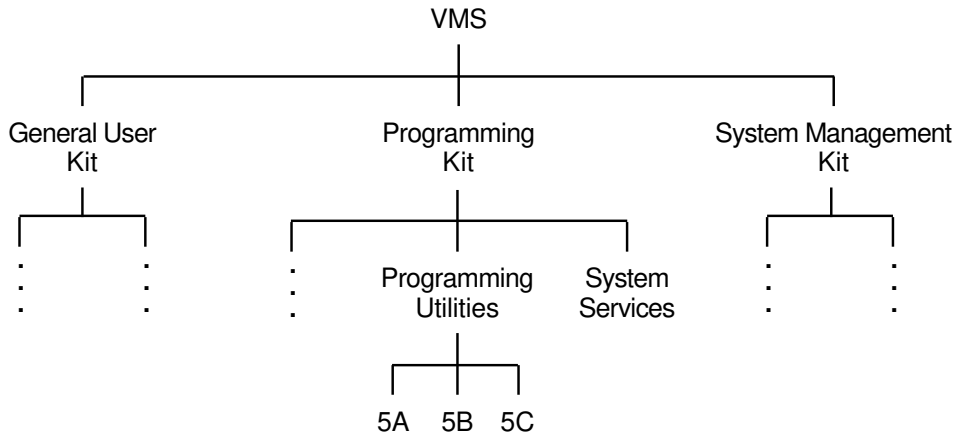
Up to four lines are provided for the product name. If the product name fits on one line, it is placed immediately above the rule in the area designated for a one-line name. The point size designated for the product name may be reduced to accommodate the text.

3.11.2 Field 2: Kit Title

Field 2 contains the name of the kit. A kit may contain one or more binders.

Field 2 is used to divide large, complex documentation sets (for example, operating system sets) into kits that can be ordered separately. For example, the VMS documentation set has three kits, each further divided into volumes as shown in Figure 3–35.

Figure 3–35: Sample Kit Structure



3.11.3 Field 3: Volume Identification

Field 3 may contain a volume number only, a volume title, or both a volume number and a volume title according to the following guidelines:

Volume Number	The volume number consists of the word Volume followed by an Arabic numeral, or by an Arabic numeral followed by an uppercase letter (for example, 1A). An initial capital letter is used for the word Volume. Volume numbers may be used for multiple-binder documentation sets.
Volume Title	The volume title consists of a descriptive phrase that logically groups manuals by subject matter, audience, task, or some other method. Usually these manuals are in one binder.
Volume Number and Volume Title	If two or more binders share a volume title, then the volume number contains an Arabic numeral and a letter. For example, if two binders share the volume title *Applications Development*, the first binder might be numbered 1A and the second 1B.

3.11.4 Field 4: Manual Titles

Field 4 shows the title of each document in the binder.

3.11.5 Field 5: Icon

An icon is a symbol, stylized text, or a combination of both. Icons are to be used only when the standard spine fields are inadequate to provide information critical to the usability of the documentation set or to accommodate customer needs or expectations. Some needs that icons satisfy include the visual differentiation of kits within very large documentation sets; the labeling of several products that, taken together, form a tightly integrated product family; and the labeling of important distinctions that cannot logically be called out in the other spine fields.

Legally, icons may be trademarks. Therefore, before a product can use an icon, a legal search must be done by the Digital Law Group lawyer representing the product. Bypassing this trademark search could mean having to reissue spines (without the icon) to all customers.

To ensure a degree of consistency and aesthetic harmony across the range of Digital icons, product groups must adhere to the following guidelines for icon design:

- Icons are positioned only within the designated area on the spine insert as shown in Figure 3–36.
- To avoid competition with the DIGITAL logo, only black ink (solid and screens) is to be used for icons. Colors or reverses (white) are not allowed.

Product groups are encouraged to seek the assistance of the Corporate Graphic Design Group in designing icons to adhere to corporate identity standards. See EL-SM498-00 *Producing International Products Reference Set* for a description of icons and the process for selecting.

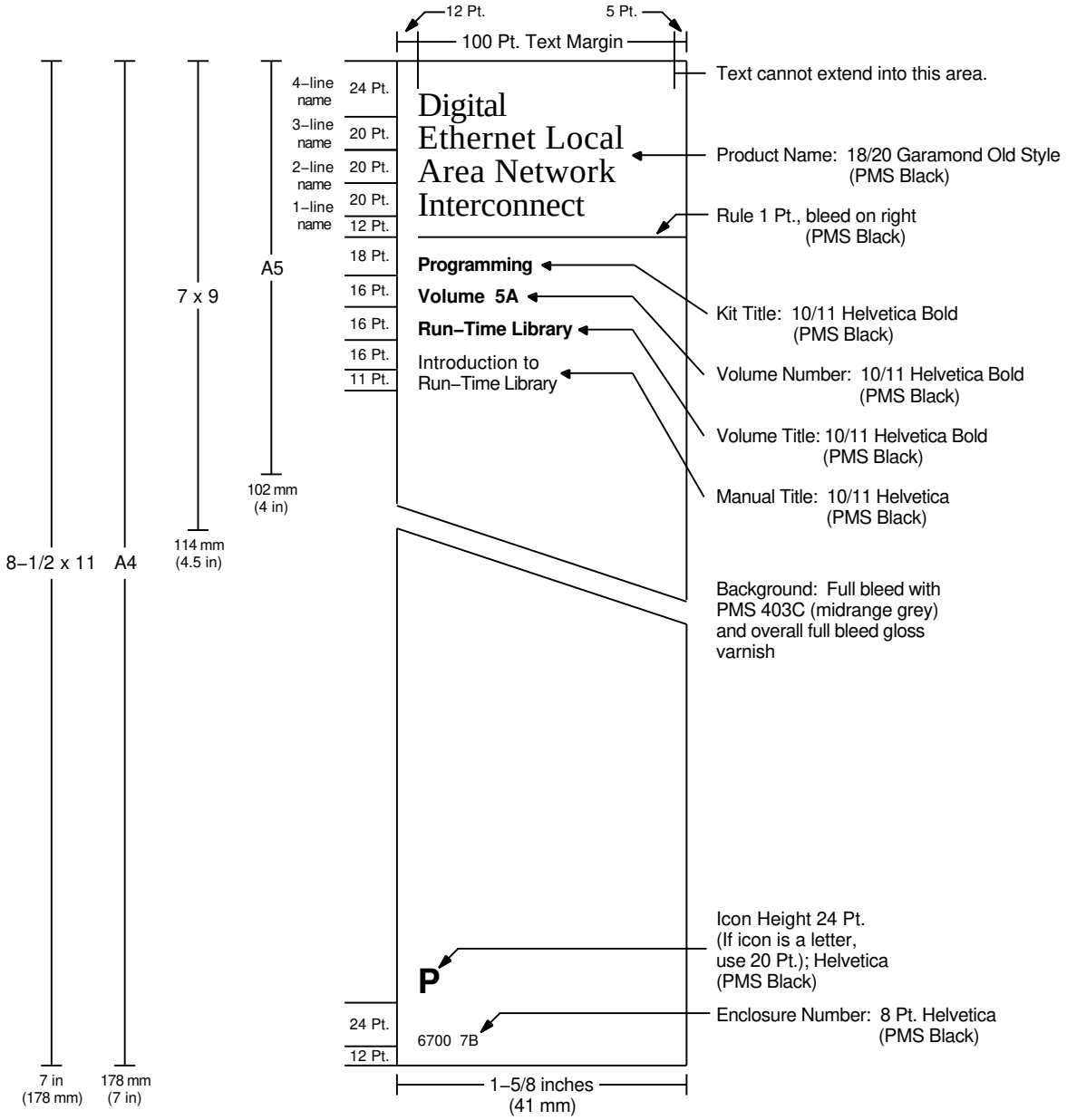
3.11.6 Field 6: Enclosure Number (Hardware Documents Only)

Field 6 is used for hardware manuals only; it gives the hardware enclosure (cabinet) number or the module number as required by *DEC STD 178-3 Digital Marking Requirements for Completed Products Intended to Be Sold*.

3.11.7 Spine Insert Layout

Figure 3–36 shows the layout for a general spine insert.

Figure 3–36: Spine Insert Layout



Notes: 1. This drawing is not to scale.
2. Type shown does not match the fonts specified.
3. The product name may be smaller than 18 pt. if the product name does not fit in the area specified.

3.11.8 Sample Spine Field Configurations

Figures 3–37, 3–38, and 3–39 show sample layouts for single- and multiple-binder documentation sets.

Figure 3–37: Sample Spine Inserts for Single-Binder Documentation Sets

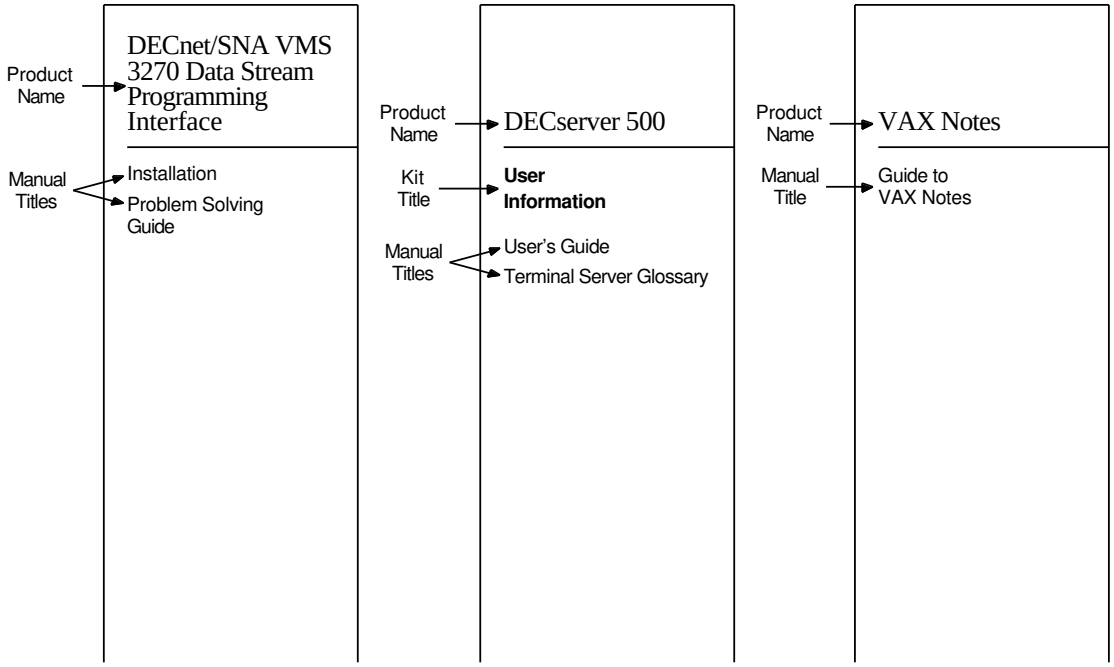


Figure 3–38: Sample Spine Inserts for Multiple-Binder Documentation Sets

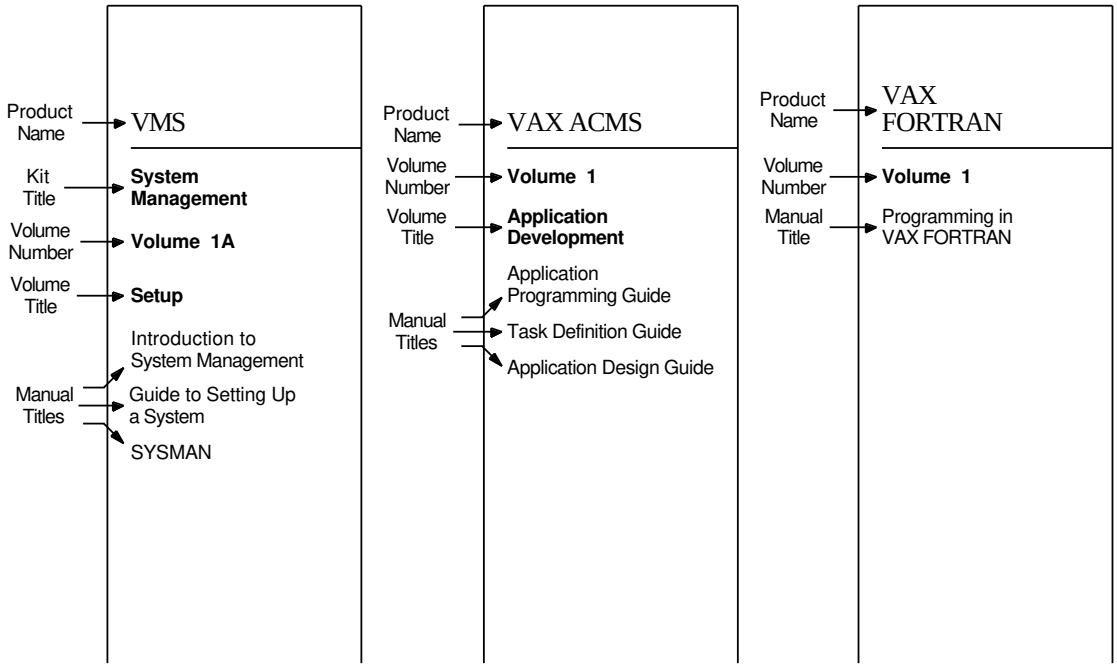
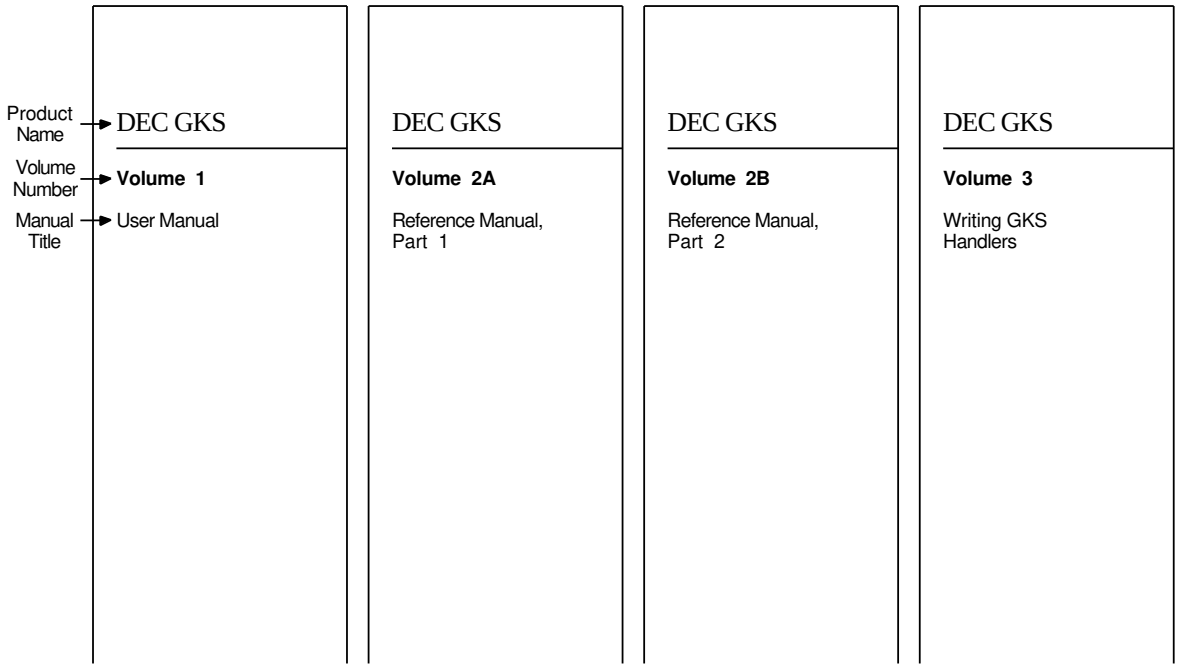


Figure 3–39: Sample Spine Inserts If Manual Is Split over Multiple Binders

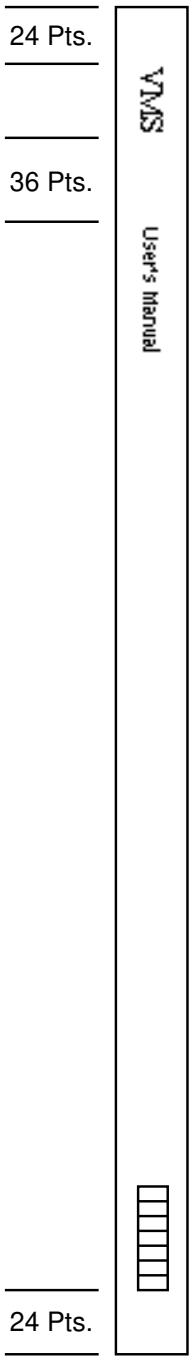


3.12 Spines of Perfect-Bound Documents

Spines of perfect-bound manuals contain the product name, manual title, and DIGITAL logo. The trademark symbol (TM) is not required if the DIGITAL logo is listed as a trademark on the copyright page.

Figures 3–40, 3–41, and 3–42 are representative spine layouts of vertical text orientation. However, publications groups should keep in mind that the bulk of the manual determines the width of the spine and the point size of the text. A minimum point size is shown for each text sheet range. See Table 3–3 to estimate the width of the spine and adjust the point size accordingly when preparing the mechanical.

Figure 3–40: Spine Layout for Manuals with Perfect Binding (56 through 88 Text Sheets)



Type is centered in the width of the spine.

Product Name: 12 pt. minimum
Garamond Old Style, PMS Black

Note: A fixed space of 36 pts. must be established between the end of the product name and the start of the manual title.

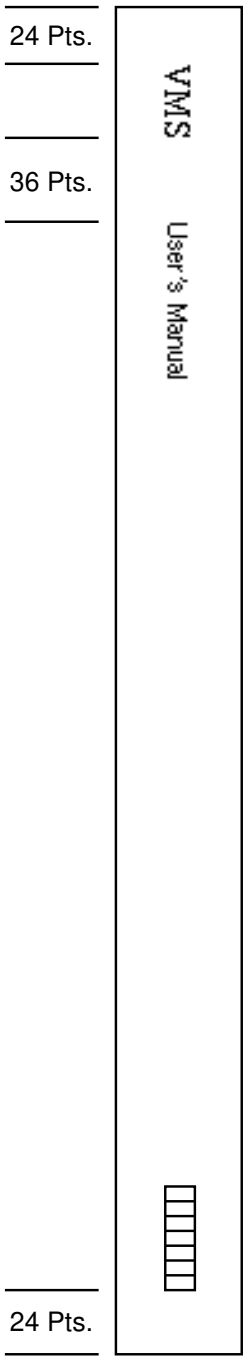
Manual Title: 8 pt. minimum
Helvetica, PMS Black

Background: Full bleed with PMS 403C (midrange grey) and overall full bleed gloss varnish.

DIGITAL logo: 5/8 Inch Length
White (blocks white, letters grey)

Notes:
1. This drawing is not to scale.
2. The type shown does not match the fonts specified.
3. Allow additional space on both sides of the mechanical for supplier to adjust final width of spine.

Figure 3–41: Spine Layout for Manuals with Perfect Binding (89 through 208 Text Sheets)



Type is centered in the width of the spine.

Product Name: 14 pt. minimum
Garamond Old Style, PMS Black

Note: A fixed space of 36 pts. must be established between the end of the product name and the start of the manual title.

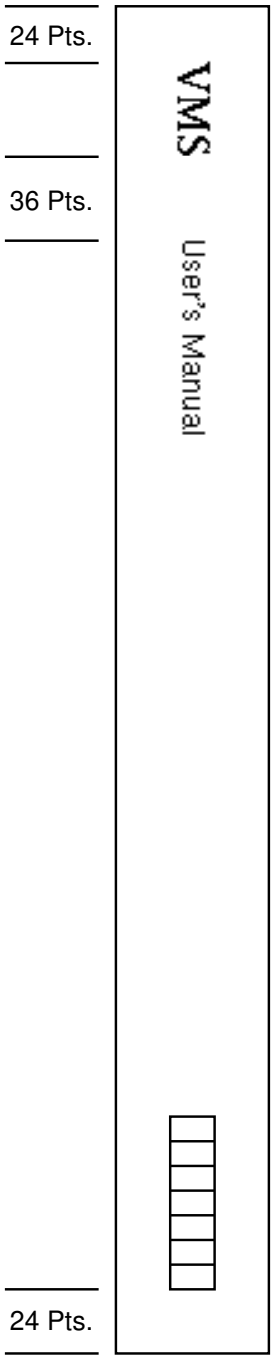
Manual Title: 10 pt. minimum
Helvetica, PMS Black

Background: Full bleed with PMS 403C (midrange grey) and overall full bleed gloss varnish

DIGITAL logo: 5/8 Inch Length
White (blocks white, letters grey)

Notes:
1. This drawing is not to scale.
2. The type shown does not match the fonts specified.
3. Allow additional space on both sides of the mechanical for supplier to adjust final width of spine.

Figure 3–42: Spine Layout for Manuals with Perfect Binding (209 through 500 Text Sheets)



Type is centered in the width of the spine.

Product Name: 16 pt. minimum
Garamond Old Style, PMS Black

Note: A fixed space of 36 pts. must be established between the end of the product name and the start of the manual title.

Manual Title: 12 pt. minimum
Helvetica, PMS Black

Background: Full bleed with PMS 403C (midrange grey) and overall full bleed gloss varnish

DIGITAL logo: 7/8 Inch Length
White (blocks white, letters grey)

Notes:
1. This drawing is not to scale.
2. The type shown does not match the fonts specified.
3. Allow additional space on both sides of the mechanical for supplier to adjust final width of spine.

APPENDIX A

COMPANY IDENTITY COMMITTEE OVERVIEW

The following is a statement from the Company Identity Committee.

OVERVIEW

The worth to the corporation of the company's identity and image in the marketplace cannot be overstated. Digital's present size and ambitious growth plans require centralized and carefully coordinated management of the company's identity and image assets for maximum selling impact. This is particularly important as Digital enters new markets where it is relatively unknown.

Our corporate philosophy and value system asks us to do things at a level of excellence unsurpassed by any competitor. It is absolutely imperative to our future success that we communicate this philosophy and value system through the various ways in which we appear and behave in the marketplace.

Our vision is that people will prefer to do business with Digital Equipment Corporation because of who we are as perceived through images of what we do, where we do it, and how we do it. All of this can be significantly affected by the thoughtful management and coordination of a consistent company identity applied to the products and services we offer, the environments in which we work, the information systems through which we communicate, and also through the behavior of the people who work within Digital Equipment Corporation.

The goal of the Corporate Identity Group is to develop a single, consistently implemented company identity and image system encompassing all the visual elements that combine to build the company's identity and image worldwide. This system permits Digital to communicate to its various audiences more effectively and efficiently, bringing its products to the global marketplace faster under a consistent Digital umbrella identity.

Toward that end, the Corporate Identity Group provides consulting services to all internal and external groups who become involved in activities in which the corporation will be identified. In addition, it offers training programs in various aspects of the program to qualified suppliers and agencies, as well as internal implementation groups, on a worldwide basis.

The Corporate Identity Group also produces, publishes, and distributes the *Company Identity Manual*.

PROCESS

Authorization The Company Identity Committee, a subcommittee of the Executive Committee chaired by John Sims, authorizes all identity standards. It approves only those guidelines which create a level of consistency for the way Digital Equipment Corporation represents itself worldwide to the public and to its employees, customers, shareholders, and other valued constituencies.

In the communications disciplines, worldwide guidelines have already been published for Logo usage, Typography, Trademarks, Literature, Employee Communications, DIS, Direct Marketing, Advertising, Audiovisual, Educational Services, and Public Relations. In addition to authorizing standards, the Company Identity Committee hears appeals for exception to standards and makes a decision on each appeal based upon its individual merits.

Implementation Any group that wishes to develop and implement identity standards should convene an international work group made up of employees from the U.S., GIA, and Europe and headed by the Company Identity Committee member(s) responsible for the relevant organization. In this work, the Corporate Identity Group is available for consultation and typically participates as an ex-officio member.

Measurement Externally, the Corporate Tracking Study measures overall awareness of the company's identity and image against the goal of increasing Digital's awareness score by 10 percent each year.

Internally, cost savings to the company are evaluated by comparative studies of worldwide purchasing records for orders before and after implementation of Identity Standards.

The last, if intangible, measurement of the Company Identity Program is the visual consistency the corporation now presents at major customer gathering places like DECWORLD and the Applications Centers for Technology (ACTs). Whether in New York, Los Angeles, or Chicago, Digital's ACTs now 'look' and 'feel' the same, conveying with identical environments a subliminal message that reinforces Digital's One Company theme.

APPENDIX B

WAIVER REQUEST PROCESS

B.1 Waiver Process

DEC STD 073-0 provides a number of options that should meet the packaging needs of every product. In cases where an exception is desired, the group requesting the exception must use the waiver process shown in Figure B–1. A waiver must be submitted by a member of the documentation team.

An approved waiver is valid for the current version of the product and if specifically requested, for any subsequent versions released within two years from the approval date. If, after two years, the product requirements still call for a waiver the group must submit a new waiver request.

Figure B–2 shows the Waiver Request Form. An electronic copy (in ASCII format) of the Waiver Request Form can be copied from:

```
In U.S./GIA, WMOIS::[REV_BOARD]WAIVER_FORM.TXT
             JOKUR::DIGITAL_STANDARDS Notes conference, note 211.1

In Europe,   ESSB::[EUROBOARD073]WAIVER.FORM
```

Waiver requests generated in the U.S. and GIA regions are decided upon by the U.S. Waiver Review Board. Send waiver requests to WMOIS::REV_BOARD. Waiver requests generated in Europe are decided upon by the ESSB Waiver Review Board. Send waiver requests to ESSB::EUROBOARD073.

The waiver request should be submitted to the Waiver Review Board by the end of Phase 1, but must be submitted at least 12 weeks before documentation is submitted to the film supplier. This 12-week lead time allows time for waiver consideration and time for production and manufacturing.

Normally, waiver requests will be resolved within 5 weeks after the request is received.

Figure B–1: Waiver Request Process Flow

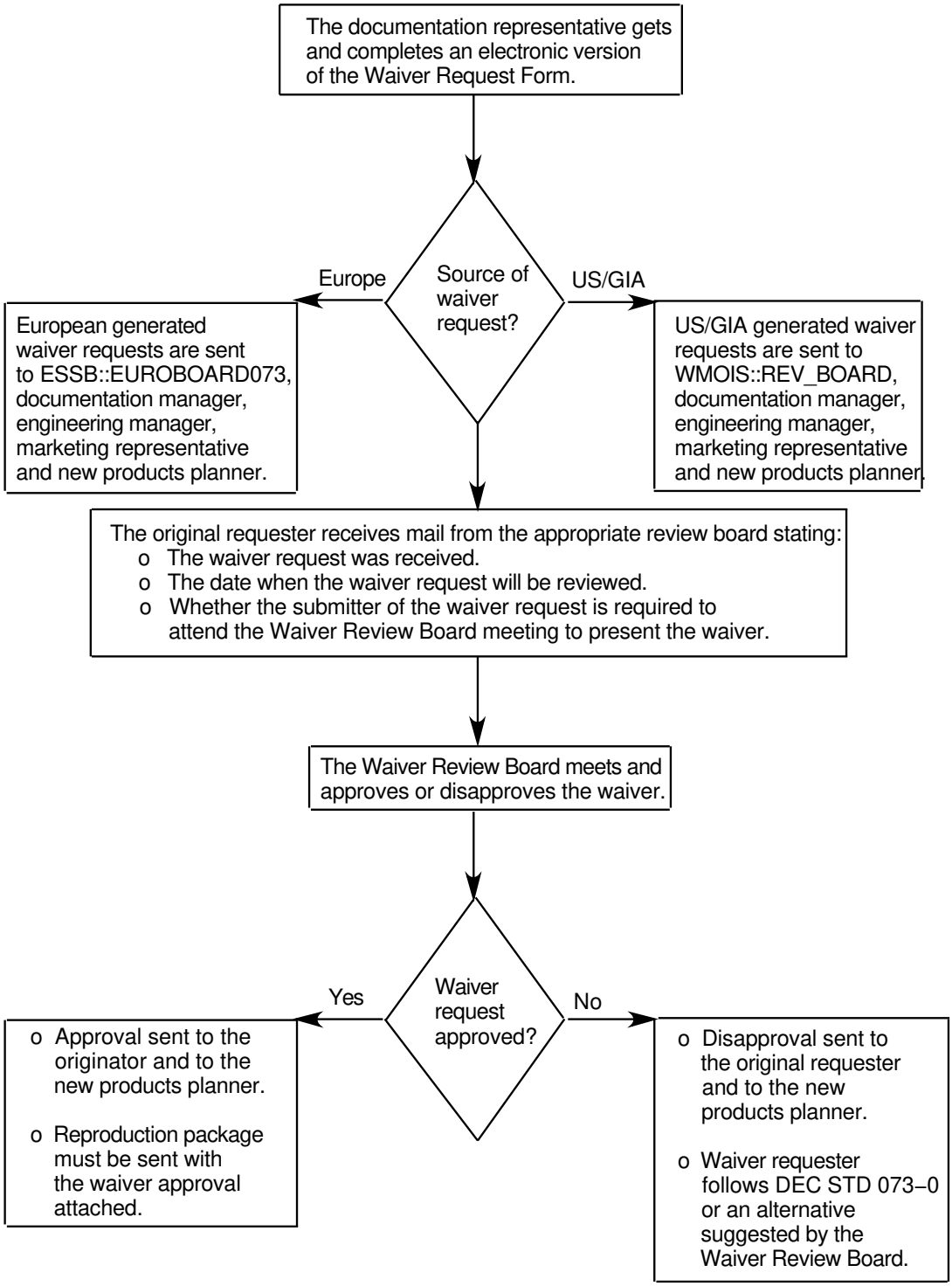

The documentation representative gets and completes an electronic version of the Waiver Request Form.
Source of waiver request?
Europe
US/GIA
European generated waiver requests are sent to ESSB::EUROBOARD073, documentation manager, engineering manager, marketing representative and new products planner.
US/GIA generated waiver requests are sent to WMOIS::REV_BOARD, documentation manager, engineering manager, marketing representative and new products planner.
The original requester receives mail from the appropriate review board stating:
o The waiver request was received.
o The date when the waiver request will be reviewed.
o Whether the submitter of the waiver request is required to attend the Waiver Review Board meeting to present the waiver.
The Waiver Review Board meets and approves or disapproves the waiver.
Waiver request approved?
Yes
No
o Approval sent to the originator and to the new products planner.
o Reproduction package must be sent with the waiver approval attached.
o Disapproval sent to the original requester and to the new products planner.
o Waiver requester follows DEC STD 073–0 or an alternative suggested by the Waiver Review Board.

Figure B–2: Waiver Request Form

```
                DEC STD 073-0 WAIVER REQUEST FORM
              ==============================================
              **********************************************
              * Part 1: (To Be Completed By the Requester) *
              **********************************************

Date:
Requester:
DTN:
Node Address:
Organization:
Cost Center:
Documentation Manager:
Engineering Manager:
Marketing Rep:
SSB New Products Planner:
-------------------------------------------------------------------------------
Product Name:
Version:

Revisions Affected (Is the request only for the revision of the part
                    number(s) listed or does the request include
                    future revisions?  If so, for how many revisions?):

Please list all products and all future releases of the product
where this will be used:

Planned Date of Reproduction Package Delivery to Film Supplier:

Planned FCS Date:
-------------------------------------------------------------------------------
WAIVER REQUEST
--------------

Document Title:

Documentation Part Number(s) Affected:

Document Type (for example, manual, reference guide, card, SPD,
letter, CDROM, poster):

Give the quantity of this part number that was shipped during the last two
quarters:  (Include this only for revised doc items.  Contact your
new products planner for this information.)

Requested Exception(s) and Explanation/Justification:

    (State the request and how it deviates from the standard.

     Provide an explanation/justification.

     State the business reason(s) to support the request.)


When the waiver is complete, please send it to the engineering manager,
the new products planner, the documentation manager,
the marketing representative, and the Waiver Review Board at
WMOIS::REV_BOARD for the U.S./GIA and ESSB::EUROBOARD073 for Europe.
-------------------------------------------------------------------------------
      ************************************************************
      * Part 2: (To Be Completed By the 073 Waiver Review Board) *
      ************************************************************

Waiver Control Number:
Decision:
```

APPENDIX C

DEMAND PRINT SPECIFICATIONS

The following introduction was provided by Don Lowe, chairperson of the Software Manufacturing Demand Print Committee. The introduction is followed by the demand print selection criteria and process.

The demand print processes and specifications in this appendix are the result of a collaborative effort between representatives of USSSB, ESSB, GIA Software Manufacturing, and Software Services.

The ability to produce media in the same timeframe as demand-printed documentation exists today and is completely in harmony with the concept of a demand-print environment. This process has been endorsed by the Software Manufacturing Demand Print Committee because it embraces the full concept of life cycle printing, saves cost by producing small quantities (as small as one) of software documentation, and takes advantage of an alternate methodology to produce a quality product.

Demand print offers several benefits both for Digital and for its customers. Digital can benefit by greatly reducing its inventories. Customers receive substantially improved turnaround time on documentation orders. Their satisfaction should increase as a result of Digital's ability to react quickly to their needs.

Products that have a page size of 8-1/2 $\times$ 11 inches, 7 $\times$ 9 inches, A4, and A5 qualify for demand print. Products that contain sizes other than those stated or documents that require multiple ink colors are not candidates for this process. The demand print process supports only black and white output. If a product has foldouts that cannot be reengineered to fit on a single page, it is not a candidate for demand print.

Although the customer is charged the same price for this documentation as for traditional documentation, this cost is offset by the improved turnaround time. Conversely, if Digital attempted to supply fully DEC STD 073-0 compliant products through a demand print process, the corresponding cost to the customer would actually increase. The quality of these products is guaranteed by the fact that we will adhere strictly to the quality standards that are currently used for documentation inspection.

It is important to understand that this process only identifies candidates for demand print. Once a candidate has been identified, Software Manufacturing is responsible for contacting the appropriate product manager and publications group. If product management does not agree that the product should be printed using the demand print process, it shall not be done. We are striving only to identify areas of opportunity, and we fully understand that the final decision does not rest with Software Manufacturing.

C.1 Process Summary

When the number of documentation kit shipments for a software product[1] falls below 200 GZ orders per year in a geographical area, and the product is at a major revision level, the product becomes a candidate for transition to the demand print qualifications of DEC STD 073-0. A product at V1.0 status is also eligible for demand print if product management deems it advantageous to manufacture this product using demand print.

Prior to transition to demand print, a product is reviewed against a set of exclusions and exceptions. If the product meets one of the exclusion or exception criteria, the product is not considered for transition. If no exclusions or exceptions apply, then prior to the submission cycle the product is planned for demand print. See Section C.2.1 and Section C.2.2 for further information.

C.2 GZ Kit Criteria

Manufacturing totals ship quantities for kits with part numbers containing a GZ content[2] (documentation only kits) using the Unique Product Identifier (UPI) code within each kit part number.

C.2.1 Exclusions

The following are excluded from the demand print product counts:

- Kits whose total usage exceeds 200 per year. Some kits are contained within other kits; these are called nested kits.[3] Manufacturing evaluates the total usage of a kit, whether it be standalone or nested.
- Any software kits with different UPI codes, but with the same GZ content, when their combined ship quantity falls above the designated quantity level. Different UPIs with the same GZ content are totaled together. (Software kits can be identified two ways, as GZ or UPI. The same product can be given different UPIs for pricing and marketing purposes.)
- Software Product Services (SPS) contract update kits for an installed base. These kits are generally known as W-kits and normally do not involve inventory stocks.
- Individual components of documentation kits. Although some manuals are components of multiple kits, such as *Introduction to Basic*, and may cross DEC STD 073-0 and demand print kits, they should be produced under the same standard as the base kit.

C.2.2 Exceptions

After a product qualifies for demand print and documents are being assembled within the demand print process, there might be a dramatic increase in the activity of one of the components. The rules for handling this type of exception follow. They do not conflict with the rule that when a kit is initially produced, all of the components within the kit must conform to either DEC STD 073-0 or a demand print specification, with no mixing of the components within a kit.

If a drastic change in demand occurs once a kit has gone to demand print, the following process applies:

- A single documentation item can be produced to only one standard, either DEC STD 073-0 or demand print, at any given time. It cannot be produced to different standards.
- A product that is ineligible for demand print can only be produced to the 073-0 standard.

---

[1] Software product: software product as defined by the Unique Product Identifier (UPI) in the Software Part Numbering Scheme, DEC STD 012-4.

[2] GZ content: Kit consists solely of documentation with part number suffix of GZ.

[3] Nested: Software kits sold separately under their own UPIs and also sold as part of an umbrella part number with its own UPI, for example, VMS Base and Extended Doc Kit.

A product that is demand printed can contain a mix of DEC STD 073-0 and demand print components.

- An area may produce a local language variant kit to demand print specifications (if a product meets selection criteria related to volume and forecast). It can combine this kit with elements of a kit produced to DEC STD 073-0 to form a high-level kit for that country.

  For example, Iceland ALL-IN-1 will produce the Icelandic variant kit to the demand print standard and combine this kit with the ALL-IN-1 English kit (DEC STD 073-0) to create the high-level Iceland ALL-IN-1 kit.

C.3 Archive and Prerelease Products

Products with versions that are classified as *Archive* or *Prerelease* may be produced using the demand print process.

C.4 Local Area Request Process

The cutoff point of 200 orders, forecast annually, for a candidate to qualify for demand print is arrived at on an area-by-area basis. For example, a product might have an annual forecast of 1,000 with the following breakdown:

U.S.	EUROPE	GIA
800	150	50

Europe and GIA may ask the responsible product group to print this product's documentation to the demand print specification. This request would be made through the new products planner at the site that introduces the product. If a request is made directly to product management, the new products planner at the appropriate software manufacturing site should be informed.

As with any other request to use demand print, the final decision rests with the product manager, not with software manufacturing.

Figure C–1 shows the selection process for demand print. The specific information regarding the manufacturing of the products and how it differs from DEC STD 073-0 manufacture is detailed in Table C–1.

Figure C–1: Selection Process for Demand Print

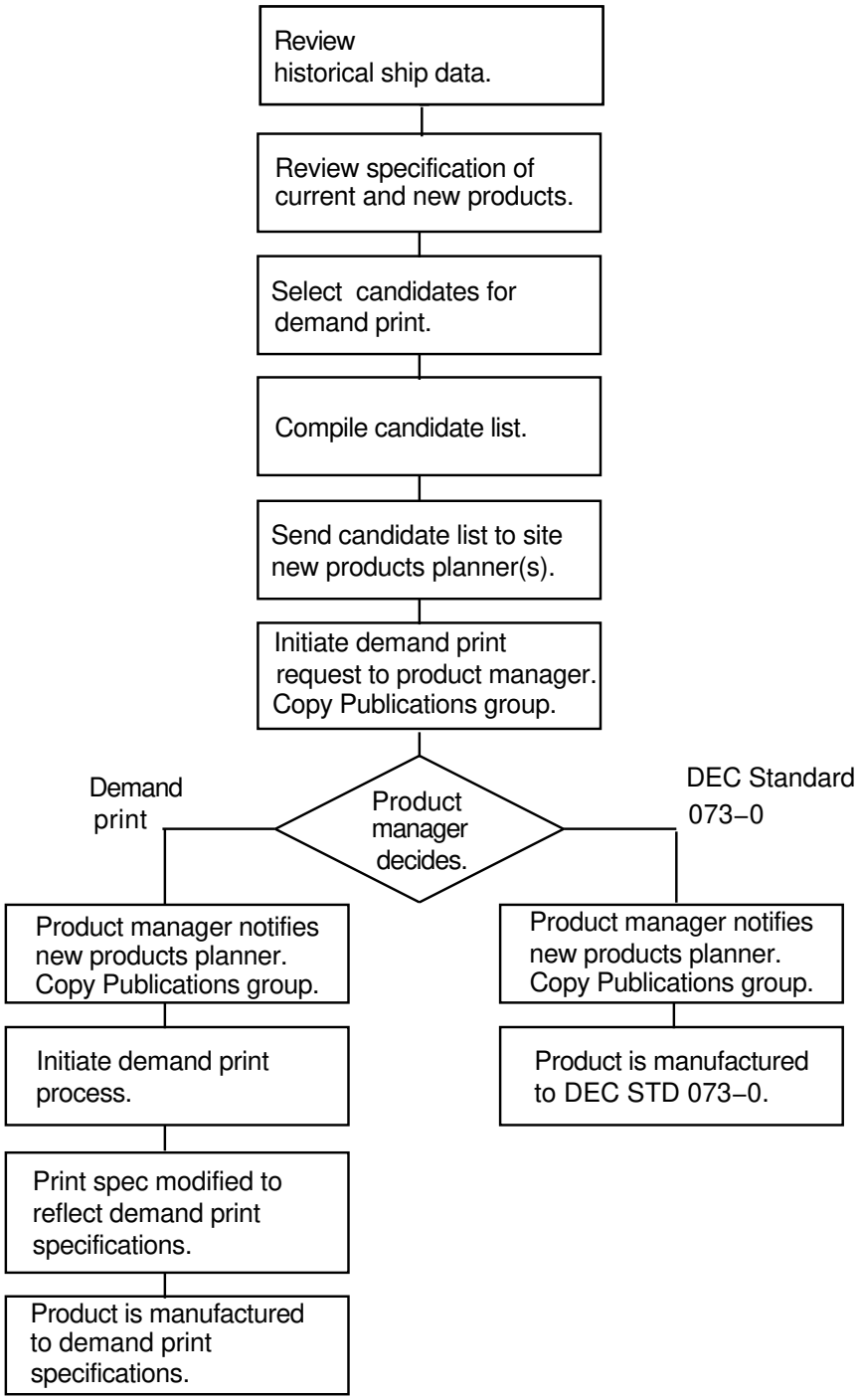

Review historical ship data.
Review specification of current and new products.
Select candidates for demand print.
Compile candidate list.
Send candidate list to site new products planner(s).
Initiate demand print request to product manager. Copy Publications group.
Product manager decides.
Demand print
DEC Standard 073–0
Product manager notifies new products planner. Copy Publications group.
Initiate demand print process.
Print spec modified to reflect demand print specifications.
Product is manufactured to demand print specifications.
Product manager notifies new products planner. Copy Publications group.
Product is manufactured to DEC STD 073–0.

Table C–1: DEC STD 073-0 Manufacturing Specifications Compared to Demand Print Specifications

	DEC STD 073-0	Demand Print
Document types	Manuals	Manuals
	Updates	Updates
	Addenda	Addenda
	Release notes	Release notes
	Large quick reference guides	Large quick reference guides
	SPDs	SPDs
	Letters	Letters
	Technical marketing manuals	Not available
	Small quick reference guides	Not available
	Unfolded cards	Not available
	Folded cards	Not available
	Posters	Not available
Binding methods [1]	Corner stapling: 2 - 13 sheets	Corner stapling: 2 - 13 sheets
	Saddle stitching: 2 - 56 sheets	Not available. GBC[2] or white wire-O used instead.
	Perfect binding: 56 - 500 sheets	Perfect binding: 56 - 500 sheets
	Ring bound	Ring bound
	White wire-O: 2-195 sheets	White wire-O: 2-195 sheets
Document trim sizes	8-1/2 × 11 inches (215 x 280 mm)	8-1/2 × 11 inches
	7 × 9 inches (178 x 229 mm)	7 × 9 inches
	8-1/4 × 11-11/16 inches (A4) (210 x 297 mm)	8-1/4 × 11-11/16 inches (A4)
	5-13/16 × 8-1/4 inches (A5) (148 x 210 mm)	5-13/16 × 8-1/4 inches (A5)
	5-1/4 × 8 inches (133 x 203 mm)	Not available
	4 × 8 inches (102 x 203 mm)	Not available
	3-1/2 × 7 inches (90 x 178 mm)	Not available

[1]The types of covers and binding methods permitted are based on the individual document items described in detail in this standard.

[2]To request GBC binding, select wire-O in Printspec and enter "GBC binding" in Special Instructions.

Table C–1 (Cont.): DEC STD 073-0 Manufacturing Specifications Compared to Demand Print Specifications

	DEC STD 073-0	Demand Print
Text stock or equivalent	50-pound opaque, white, smooth finish (manuals)	50-pound opaque, white, smooth finish 20-pound laser bond, white, smooth finish
	65-pound opaque, white, smooth finish (large quick reference guides)	Not available
	70-pound opaque, white, smooth finish (manuals with 4-color illustrations)	Not available
Text ink	Black PMS192 (red) PMS307 (blue) PMS321 (teal blue) PMS513 (purple) PMS123 (gold)	Black ink only
Drilling[3]	Ring-bound manuals	Ring-bound manuals
Internal tabs	Tabbed dividers for ring-bound manuals	Not available
	Nontabbed (bleed) dividers in all documentation types	Not available
Foldouts	Foldouts can be used in manuals that go into ring binders.	Not available If possible foldout pages will be scaled down by manufacturing to fit on a single page. If this is not possible, the document cannot be handled as a demand-print item.
Spines on perfect-bound books	Product name and book titles are printed on perfect-bound spines.	Spines on all perfect-bound books are blank with no product name or book title.
Spine inserts	Spine inserts are used on all ring binders to identify binder contents.	Spine inserts are used on all ring binders to identify binder contents.
Spine insert trim sizes	8-1/2 × 11 inch manuals: 1-5/8 × 7 inches 7 × 9 inch manuals: 1-5/8 × 4-1/2 inches A4 manuals: 1-5/8 × 7 inches A5 manuals: 1-5/8 × 4 inches	8-1/2 × 11 inch manuals: 1-5/8 × 7 inches 7 × 9 inch manuals: 1-5/8 × 4-1/2 inches A4 manuals: 1-5/8 × 7 inches A5 manuals: 1-5/8 × 4 inches

[3]Demand-print release notes can be drilled unless they are GBC or wire-O bound.

Table C–1 (Cont.): DEC STD 073-0 Manufacturing Specifications Compared to Demand Print Specifications

	DEC STD 073-0	Demand Print
Spine insert stock	10-point, Bristol/Cover, white coated cover (C-1-S)	10-point, Bristol/Cover, white coated cover (C-1-S)
Covers[1]	All manuals have front and back covers. The inside front cover and inside back cover are blank. Manual covers are printed with full bleed background color of PMS403 grey with the DIGITAL logo in white blocks and grey letters.	All front covers are generic with die-cut windows to allow the product name, book title and part number printed on the title page to show through. All manuals have back covers. The inside front cover and inside back cover are blank. Covers are printed with full bleed background color of PMS403 grey with the DIGITAL logo in white blocks and grey letters.
Cover graphics	The front covers of all types of documents may incorporate graphics in the area specified in this standard.	Demand print covers are generic and cannot include graphics. See the description above under *Covers*.
Cover tabs [1]	Tabbed covers can be used on ring-bound manuals. The tab is imprinted on both sides with the title of the manual. The size and position of the tabs is determined by the number of manuals in the binder and by the position of the manual within the binder.	If tabbed front covers are specified, the tab is centered and does not carry any text.
	Perfect-bound, saddle-stitched, and wire-O bound manuals have flush cut covers.	Perfect-bound and wire-O bound manuals have flush cut covers.
Cover stock	10-point Bristol/Cover, white, coated one side (C-1-S)	10-point [4] Bristol/Cover, white, coated one side (C-1-S)

[1]The types of covers and binding methods permitted are based on the individual document items described in detail in this standard.

[4]For perfect-bound covers, the grain must be short. For independent front and back combinations, the grain must be long.

C.5 Die-Cut Covers

Products produced using the demand-print process use generic covers with die-cut windows. The product name, manual title, and part number on the title page must fit within the window. The title pages of the standard CUIP family doctypes are designed to meet this requirement. Demand-print personnel re-engineer other title pages, if necessary, to fit these elements within the die-cut window.

Products (software and hardware) presently requiring pre-printed product specific front covers and generic back covers will convert to the generic die-cut window cover sets for demand print purposes. At the discretions of each manufacturing site, archive documents and documents classified under EK part class numbers may use the appropriate die-cut covers with a binding method approved for the relevant page count and trim size described in the demand print specifications.

Manufacturing may choose to disregard some information on the original print specification so that a document can be properly finished given the binding method chosen. For example, drilling would not occur if a document was respecified to be perfect-bound by demand print.

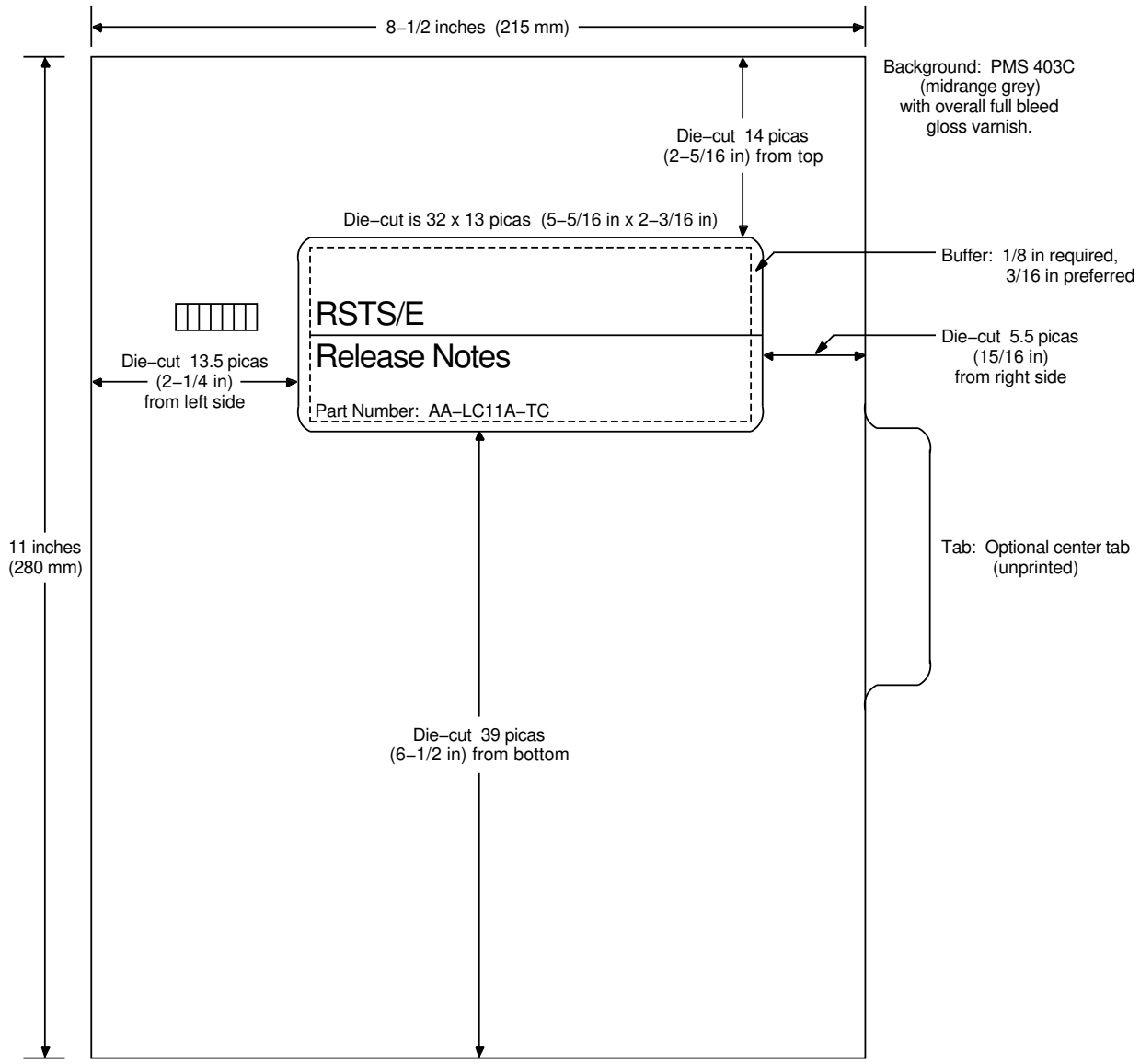
Table C–2 lists the part numbers for die-cut covers.

Table C–2: Die-Cut Cover Part Numbers

Trim Size	Nontabbed Front Cover	Tabbed Front Cover	Back Cover	Perfect-Bound Cover
8 1/2 × 11 inches	AV-PCWPA-TK	AV-PCWNA-TK	AV-PDU5A-TK	AV-PCWQA-TK
7 × 9 inches	AV-PCWSA-TK	AV-PCWRA-TK	AV-PDU6A-TK	AV-PCWTA-TK
A4	AV-PCWVA-TK	AV-PCWUA-TK	AV-PDU8A-TK	AV-PCWWA-TK
A5	AV-PCWYA-TK	AV-PCWXA-TK	AV-PDU7A-TK	AV-PDUZA-TK

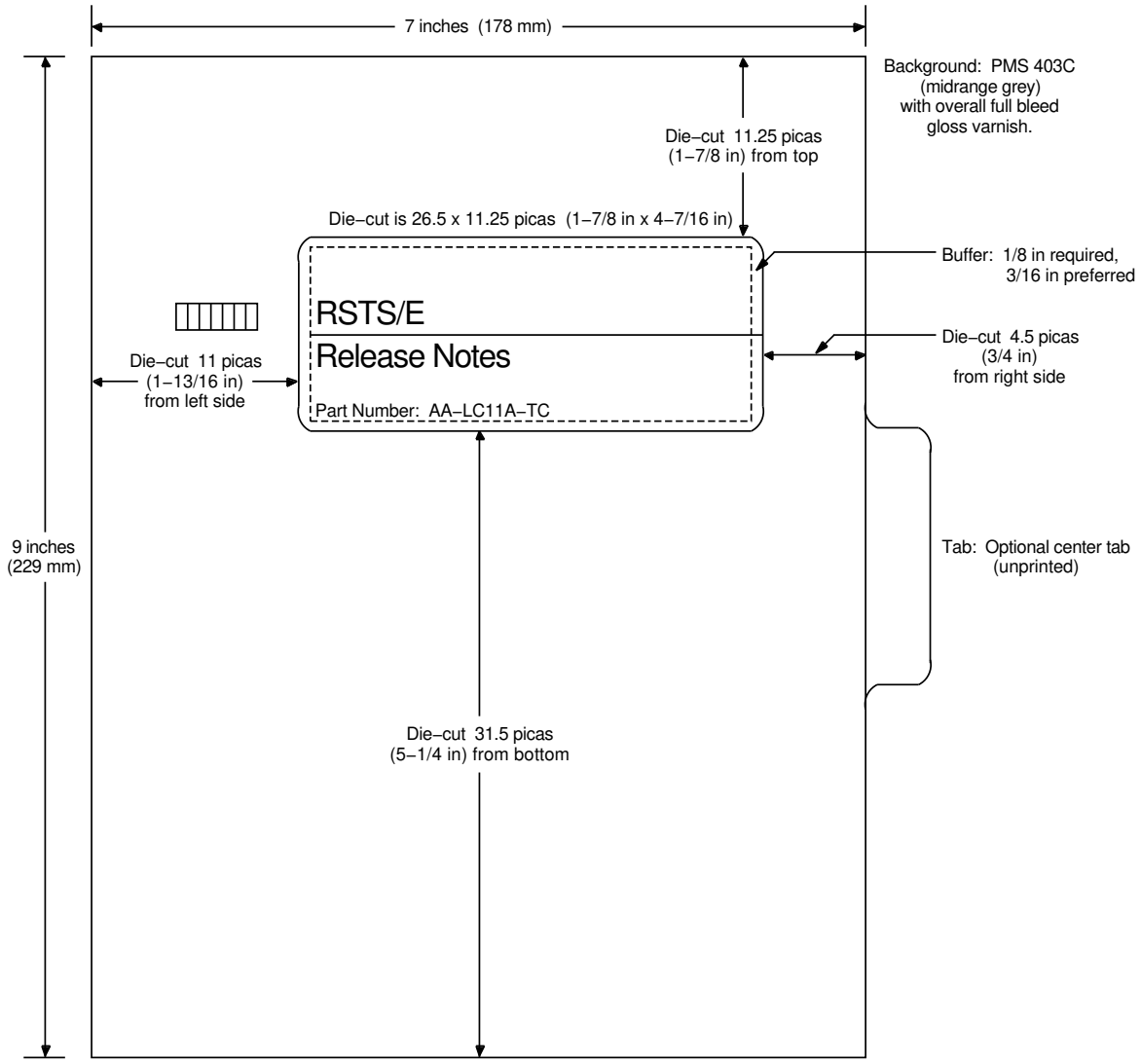
Figures C–2, C–3, C–4, and C–5 show the specifications for die-cut covers and the window image area.

Figure C–2: Layout for 8-1/2 x 11 Inch Die-Cut Covers


8–1/2 inches (215 mm)
Background: PMS 403C (midrange grey) with overall full bleed gloss varnish.
Die–cut 14 picas (2–5/16 in) from top
Die–cut is 32 x 13 picas (5–5/16 in x 2–3/16 in)
Buffer: 1/8 in required, 3/16 in preferred
RSTS/E
Release Notes
Part Number: AA–LC11A–TC
Die–cut 5.5 picas (15/16 in) from right side
Die–cut 13.5 picas (2–1/4 in) from left side
11 inches (280 mm)
Tab: Optional center tab (unprinted)
Die–cut 39 picas (6–1/2 in) from bottom

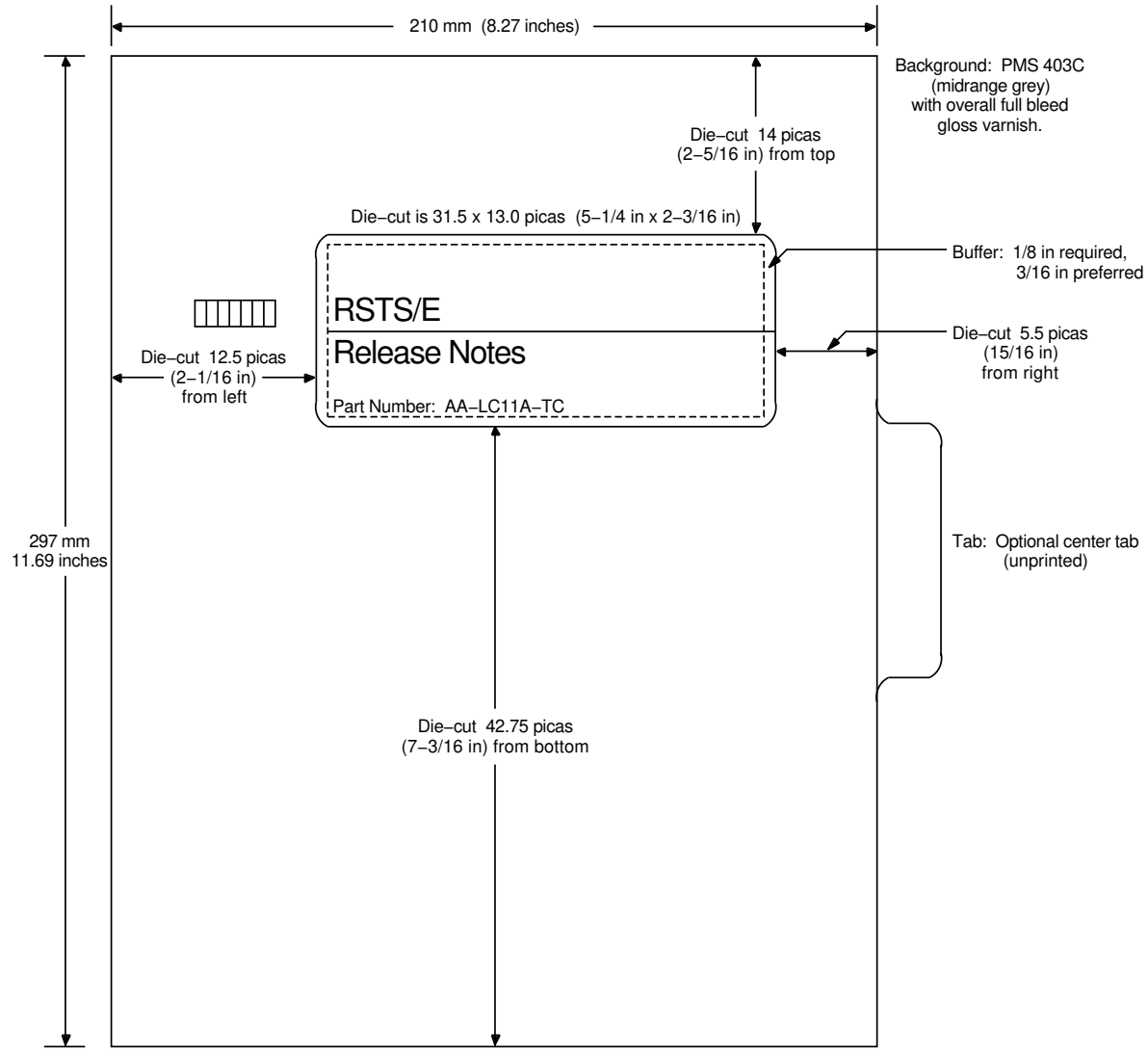
Note: This drawing is not to scale.

Figure C–3: Layout for 7 x 9 Inch Die-Cut Covers


7 inches (178 mm)
9 inches (229 mm)
Background: PMS 403C (midrange grey) with overall full bleed gloss varnish.
Die–cut 11.25 picas (1–7/8 in) from top
Die–cut is 26.5 x 11.25 picas (1–7/8 in x 4–7/16 in)
Buffer: 1/8 in required, 3/16 in preferred
RSTS/E
Release Notes
Part Number: AA–LC11A–TC
Die–cut 11 picas (1–13/16 in) from left side
Die–cut 4.5 picas (3/4 in) from right side
Tab: Optional center tab (unprinted)
Die–cut 31.5 picas (5–1/4 in) from bottom

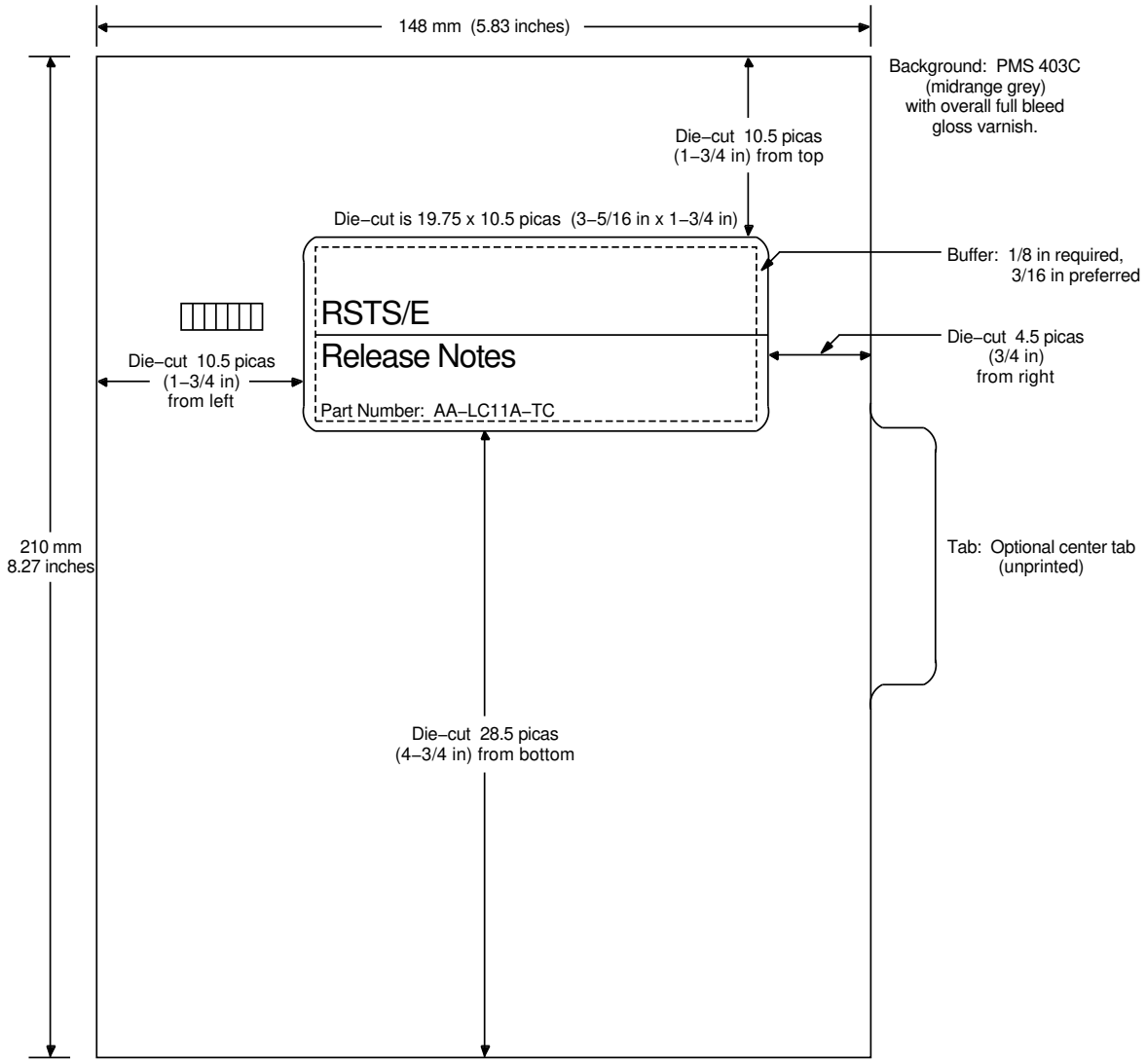
Note: This drawing is not to scale.

Figure C–4: Layout for A4 Die-Cut Covers



Note: This drawing is not to scale.

Figure C–5: Layout for A5 Die-Cut Covers



Note: This drawing is not to scale.

APPENDIX D

INTERNATIONAL PAPER STANDARDS

Paper specifications used in DEC STD 073-0 are based on two measurement systems used worldwide. This appendix addresses international paper standards. Table D–1 provides U.S. and adjusted metric equivalents for paper sizes and weights.

Table D–1: U.S. and Adjusted Metric Sizes and Weights

Category	U.S.	Adjusted Metric
Document page sizes	8-1/2 x 11 inches	215 x 280 mm
	7 x 9 inches	178 x 229 mm
	5-1/4 x 5-3/4 inches	133 x 146 mm
	5-1/4 x 8 inches	133 x 203 mm
	4 x 8 inches	102 x 203 mm
	3-1/2 x 7 inches	90 x 178 mm
	8-1/4 x 11-11/16 inches	210 x 297 mm (A4)
	5-13/16 x 8-1/4 inches	148 x 210 mm (A5)
Manual cover stock caliper or weight	10 points	240 grams
Manual text stock weight	50 pounds	80 grams
	60 pounds	89 grams
	65 pounds	176 grams (cover-weight stock)
	70 pounds	100 grams
Card stock caliper	12 points	250 grams
	9 points	200 grams
Chipboard stock weight	30 points	800 grams
Customer letters stock weight	24 pounds	85 grams
Nontabbed divider stock weight	50 pounds	80 grams
Poster flat sizes	23-3/8 x 33-1/8 inches	594 x 841 mm (A1)
	16-1/2 x 23-3/8 inches	420 x 594 mm (A2)
	11-11/16 x 16-1/2 inches	297 x 420 mm (A3)
Spine insert stock caliper	10 points	240 grams
Spine insert trim sizes	7 x 1-5/8 inches	178 x 41 mm
	7-1/2 x 11/16 inches	190 x 117.5 mm
	4-1/2 x 1-5/8 inches	114 x 41 mm
	4 x 1-5/8 inches	102 x 41 mm
Tabbed divider stock caliper	9 points	200 grams
Poster stock weight	80 pounds	120 grams

Table D–2 lists conversions of fractions of an inch into decimals and millimeters.

Table D–2: Inches to Millimeter Conversion[1]

Fraction	Decimal	Millimeter	Fraction	Decimal	Millimeter
1/64	.015625	0.397	33/64	.515625	13.097
1/32	.03125	0.794	17/32	.53125	13.494
3/64	.046875	1.191	35/64	.546875	13.891
1/16	.0625	1.588	9/16	.5625	14.288
5/64	.078125	1.984	37/64	.578125	14.684
3/32	.09375	2.381	19/32	.59375	15.081
7/64	.109375	2.778	39/64	.609375	15.478
1/8	.125	3.175	5/8	.625	15.875
9/64	.140625	3.572	41/64	.640625	16.272
5/32	.15625	3.969	21/32	.65625	16.669
11/64	.171875	4.366	43/64	.671875	17.066
3/16	.1875	4.762	11/16	.6875	17.462
13/64	.203125	5.159	45/64	.703125	17.859
7/32	.21875	5.556	23/32	.71875	18.256
15/64	.234375	5.593	47/64	.734375	18.653
1/4	.25	6.350	3/4	.75	19.050
17/64	.265625	6.747	49/64	.765625	19.447
9/32	.28125	7.144	25/32	.78125	19.844
19/64	.296875	7.541	51/64	.796875	20.241
5/16	.3125	7.938	13/16	.8125	20.638
21/64	.328125	8.334	53/64	.828125	21.034
11/32	.34375	8.731	27/32	.84375	21.431
23/64	.359375	9.128	55/64	.859375	21.828
3/8	.375	9.525	7/8	.875	22.225
25/64	.390625	9.921	57/64	.890625	22.622
13/32	.40625	10.319	29/32	.90625	23.019
27/64	.421875	10.716	59/64	.921875	23.416
7/16	.4375	11.112	15/16	.9375	23.812
29/64	.453125	11.509	61/64	.953125	24.209
15/32	.46875	11.906	31/32	.96875	24.606
31/64	.484375	12.303	63/64	.984375	25.003
1/2	.5	12.700	1	1.0000	25.400

[1] Multiply by 0.03937 to convert millimeters into inches. Multiply by 25.40 to convert inches into millimeters.

Table D–3 lists conversions of millimeters to inches.

Table D–3: Millimeters to Inches Conversion[1]

Millimeters	Inch
1	.0390
2	.0790
3	.1181
4	.1575
5	.1969
6	.2362
7	. 2756
8	.3150
9	.3543
10	.3937
11	.4331
12	.4724
13	.5119
14	.5519
15	.5906
16	.6300
17	.6693
18	.7087
19	.7480
20	.7874
21	.8268
22	.8661
23	.9055
24	.9449
25	.9843

[1] Multiply by .03937 to convert millimeters into inches. Multiply by 25.40 to convert inches into millimeters.

Table D–4 lists the basis weights of four categories of U.S. paper stock and gives the international equivalent. The relative weight of the paper is given in grams per square meter (g/m^2 or gsm) and the same system is used for all categories of paper.

Table D–4: U.S. and International Standards and Comparisons

U.S. Basis Weights Compared for Paper				International Equivalent
Book and Text 25 x 38 inches	Cover 20 x 26 inches	Newsprint 24 x 36 inches	Bond 17 x 22 inches	Grammage g/m^2
30	16	27	12	44
40	22	36	16	59
45	25	41	18	67
50	27	45	20	74
60	33	55	24	89
70	38	64	28	104
80	44	73	31	118
90	49	82	35	133
100	55	91	39	148
120	66	109	47	178
91	50	82	36	135
110	60	100	43	163
119	65	108	47	176
146	80	134	58	216
164	90	149	65	243
183	100	166	72	271
31	17	28	12	46
33	18	30	13	49
35	19	32	14	52
37	20	34	15	55
38	21	35	15	57
33	18	30	13	49
41	22	37	16	61
51	28	46	20	75
61	33	56	24	90
71	39	64	28	105
81	45	74	32	120
91	50	83	36	135
102	56	93	40	151

Table D–5 provides formulas for converting weights for paper between U.S. and metric.

Table D–5: U.S. and Metric Basis Weights for Paper

Category and Basis Size	U.S. to Metric	Metric to U.S.
Book and text (25 × 38)	1.480 x lb. = g/m²	0.675 × g/m² = lb.
Cover (20 × 26)	2.704 × lb. = g/m²	0.370 × g/m² = lb.
Newsprint (24 × 36)	1.627 × lb. = g/m²	0.614 × g/m² = lb.
Bond (17 × 22)	3.760 × lb. = g/m²	0.266 × g/m² = lb.

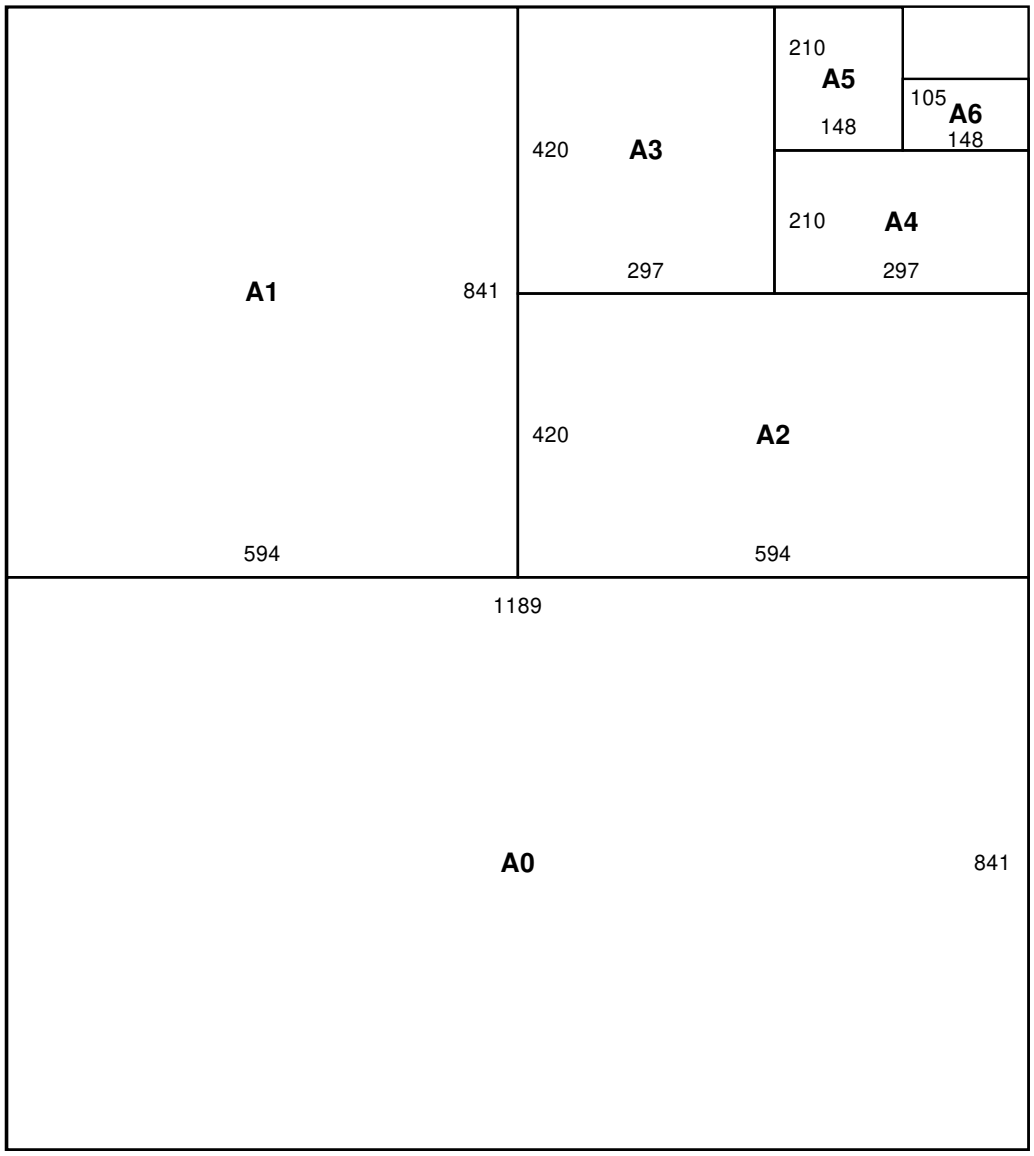
D.1 Stock Paper Sizes

Internationally, paper merchants stock the most popular grades of paper in certain standard sizes, although special sizes may be ordered.

In the metric *A* series of stock paper sizes, each size is half the area of the next larger and all are the same shape, that is, the ratio of short side to long side is identical throughout the series of sizes.

The metric *A* series is based on a standard sheet of paper, rectangular in shape 841 by 1189 mm and one square meter in area. This size is called *A0*. Cutting this sheet in half produces *A1*, and cutting *A1* in half produces *A2*, and so on down to *A5*, which is 1/32 the area of *A0*. See Figure D–1.

Figure D–1: Stock Paper Sizes



Notes: 1. This drawing is not to scale.
2. Measurements are shown in millimeters.

APPENDIX E

COST IMPACT OF USING FOUR-COLOR PROCESS PRINTING

Using four-color process printing to print an entire document typically adds 50% to 200% more to the cost of a document than using the preferred two-color flat printing. Using four-color process printing only on the cover substantially increases the cost of the job.

To obtain specific information about the various items and cost factors to consider when designing documentation, refer to the Software Business Group/Software Supply Business publication *Guide to Designing and Pricing Software Kits*.

APPENDIX F

DOCUMENTATION AND MEDIA PART CLASS CODES

Table F–1 shows the part class codes used when assigning documentation and media component part numbers. See *DEC STD 012-4 Unified Numbering Code (UNC) — Software Numbering Conventions* for additional information.

Table F–1: Part Class Codes

Part Class	Description
AA-XXXXX-XX	Manuals and handbooks including installation guides; release notes; quick reference, quick look-up, and pocket guides; installation procedures; and technical marketing manuals.
AD-XXXXX-XX	AA-XXXXX-XX components, addenda and updates
AE-XXXXX-XX	SPDs (8-1/2 x 11 inches, A4)
AG-XXXXX-XX	Optical Disc, CDROM
AH-XXXXX-XX	Microfiche
AI-XXXXX-XX	Assembled binders (AA=doc, AV=spine, 99=binder), perfect-bound set (AA=doc), CDROM assembly (AA=doc, AG=CDROM)
AK-XXXXX-XX	RX24 (3.5 inch diskette)
AP-XXXXX-XX	800 bpi magtape, 7 or 9 track
AQ-XXXXX-XX	TK50 cassette
AS-XXXXX-XX	RX01 diskette
AV-XXXXX-XX	Miscellaneous including divider sets; spine inserts; spine insert sets; reference, installation, and registration cards; customer letters; cover letters; posters; and brochures.
AY-XXXXX-XX	RK07 disk cartridge
BB-XXXXX-XX	1600 bpi magtape
BC-XXXXX-XX	RL02 disk cartridge
BD-XXXXX-XX	RA60 disk
BE-XXXXX-XX	TU58 cassette
BK-XXXXX-XX	RC25 disk
BL-XXXXX-XX	RX50 diskette
BM-XXXXX-XX	6250 MT9 (6250 bpi magtape)
BN-XXXXX-XX	RX33 diskette
EB-XXXXX-XX	Handbooks
EK-XXXXX-XX	Hardware manuals including hardware installation guides, addenda, and change notices
EY-XXXXX-XX	Course materials, DIGITAL PRESS books

APPENDIX G

LABELING AND PACKAGING FOR DISTRIBUTION MEDIA

This appendix lists labels, envelopes, and polyvinyl holders for various media types. The acceptable distribution media types are defined in *DEC STD 012-4 Unified Numbering Code (UNC) - Software Numbering Conventions*. (See also Appendix F.)

G.1 Media Labels

Use one label per piece of media. The product identification is printed on the label using PMS 403C (midrange grey). When required, a restricted rights label is also affixed to the media.

Table G–1 shows the Digital labels and their application media.

Table G–1: Media Labels

Label Type	Part Number	Application Media
Cartridge	36-23494-01	TK50
CDROM	Self-Labeling	CDROM
Diagnostic	36-23904-01	Magtape
	36-23904-02 (internal)	Magtape
Diagnostic	36-23905-01	RC25
	36-23905-02 (internal)	RC25
Diagnostic	36-23906-01	RA60, RX50, RX31, RX33, RX01/2, RK05/6, RK07, RL01/2, and TU58
	36-23906-02 (internal)	RA60, RX50, RX31, RX33, RX01/2, RK05/6, RK07, RL01/2, and TU58
Multimedia	36-29463-01	RC25, RK05/6, RK07, RL01/2, RX24, TU58
	36-29463-02 (without restricted rights label)	RC25, RK05/6, RK07, RL01/2, RX24, TU58
Diskettes	36-29764-01 (roll)	RX02, RX31, RX33, and RX50
	36-29764-02 (fold)	RX02, RX31, RX33, and RX50
	36-29764-03 (fold)	RX02, RX31, RX33, and RX50
	36-29764-04 (fold)	RX02, RX31, RX33, and RX50
	36-29764-05 (fold)	RX02, RX31, RX33, and RX50
	36-29764-06 (roll)	RX02, RX31, RX33, and RX50
Magtape	36-19109-03	Magtape
Restricted Rights Label	36-25920-02	TK50
Write Protect	AV-P011A-TK	RX02, RX31, RX33, and RX50

Table G–1 (Cont.): Media Labels

Label Type	Part Number	Application Media
User's Blank Label	AV-M404A-TK	RX02, RX31, RX33, and RX50
User's Write Protect	AV-M380A-TK	RX02, RX31, RX33, and RX50

G.2 Media Envelopes

Table G–2 shows the available envelopes.

Table G–2: Media Envelopes

Size	Part Number	Application Media
8 inches	99-06841-10	RX02
5-1/4 inches	99-06841-11	RX31, RX33, RX50

G.3 Polyvinyl Media Containers

Polyvinyl media containers are replacing the previously used corrugated and chipboard diskette containers. Table G–3 provides the polyvinyl media container specifications.

Table G–3: Polyvinyl Media Container Specifications

Media/Size	Maximum Quantity	Tray/Media Holder	Part Number
8-Inch diskette	6	Tray	99-07531-01
8-Inch diskette	2	Media holder (8-1/2 x 11)	99-07594-02
5-1/4-Inch diskette	12	Tray	99-07456-03
5-1/4-Inch diskette	6	Tray	99-07456-02
5-1/4-Inch diskette	4	Media holder (8-1/2 x 11)	99-07594-04
5-1/4-Inch diskette	3	Media holder (7 x 9/A5)	99-07594-01
3-1/2-Inch diskette	4	Media holder (7 x 9/A5)	99-07594-05
TK50 (Miscellaneous)	1	Media holder (7 x 9/A5)	99-07594-03
TU58	6	Tray	99-07531-01

APPENDIX H

REFERENCED AND RELATED DOCUMENTS

This appendix lists documents referenced in this standard or related to its content.

H.1 EL-Class Referenced Documents

EL-Class Number	Document Title
EL-00012-04	*DEC STD 012-4 Unified Numbering Code (UNC) - Software Numbering Conventions*
EL-00047-00	*DEC STD 047-0 Bar Code Symbology Criteria*
EL-00047-01	*DEC STD 047-1 Bar Code: Product and Shipping Carton/Container Labelling*
EL-00073-04	*DEC STD 073-4 Documentation Film Mastering*
EL-00178-03	*DEC STD 178-3 Digital Marking Requirements for Completed Products Intended to Be Sold*
EL-SM498-00	*Producing International Products Reference Set*

H.2 EL-Class Related Documents

Document Number	Document Title
EL-00003-00	*DEC STD 003-0 Hardware Manual Standard*
EL-00028-00	*DEC STD 028-0 Phase Review Policy*
EL-00092-05	*DEC STD 092-5 Finish and Color Standard - Digital Color List*
EL-00197-00	*DEC STD 197-0 Legal Requirements and Guidelines for Digital Publications and Software*
EL-00490-00	*Trademark Handbook for Digital Employees: Guidelines for Using Trademarks*

Use VTX SMC to order copies of EL-class documents from Standards and Methods Control. Send distribution questions to JOKUR::SMC or call DTN: 287-3724.

H.3 Other Digital Documents

Document Number	Document Title
None	*Company Identity Manual*
None	*Guide to Designing and Pricing Software Kits*

To request a copy of the *Company Identity Manual*, send a memo (stating your name, badge number, group's name, site code, and mail stop) to: Corporate Identity Program Administrator, CFO1-1/M37.

To request an electronic or hardcopy of the *Guide to Designing and Pricing Software Kits*, send a memo to MRKTNG::KLEIN_D or to WMOIS::DOIRON for a hardcopy only.

GLOSSARY

3M proof: A proofing method used to show the color separations of a manual to be printed in three or more flat PMS ink colors.

9-point stock: Paper stock having a thickness (or caliper) of 0.009 inch.

10-point stock: Paper stock having a thickness (or caliper) of 0.010 inch.

12-point stock: Paper stock having a thickness (or caliper) of 0.012 inch.

A4: A standard metric paper trim size widely used in Europe. The metric size is 210 mm wide x 297 mm high (8.27 inches wide x 11.69 inches high). (See also *trim size.*)

A5: A standard metric paper trim size widely used in Europe. The metric size is 148 mm wide x 210 mm high (5.83 inches wide x 8.27 inches high). (See also *trim size.*)

AA part class: The part class for manuals and handbooks including installation guides; release notes; quick reference, quick lookup, and pocket guides; and technical marketing manuals.

AI packaging: The packaging of items with the part class of AI, which is for assembled binders (AA=doc, AV=spine, 99=binder); CDROM assembly (AA=doc, AG=CDROM); and a perfect-bound set (AA=doc).

AV part class: The part class for miscellaneous items, including: spine inserts; spine insert sets; reference, installation, and registration cards; customer and cover letters; posters; and brochures.

accordion-folding: A standard method of folding a sheet of paper into a multiple-page or multiple-panel document.

back matter: The back matter of a book consists of the appendixes, glossary, index, reader's comments page, and a mailer. The back matter may also include ordering information.

binding method: The method by which separate pages are gathered and held together.

bleed: A printing term describing the process where ink extends to the edge of a trimmed page and runs off.

blue line: A proof made from stripped negatives to show all text and graphic elements that will be printed. Blue lines, blue in color, are made by exposing a light source through the film negatives or film positives onto a light sensitive paper which duplicates the image that appears on film. (See also *salt print.*)

bpi: Bits per inch.

brightness: A paper property that indicates the reflectance or brilliance of a paper. A paper's brilliance is not necessarily related to its color or whiteness.

Bristol: A durable cover stock used for manuals and other printing matter that must withstand heavy use. The thickness is 0.006 inch or greater.

C-1-S: Paper that is coated on one side. Usually refers to cover stock. (See also *coated stock*.)

C-2-S: Paper that is coated on two sides. Usually refers to cover stock. (See also *coated stock*.)

CDROM: Compact Disc Read-Only Memory. A small, compact disc with much greater storage capacity than magnetic media. This disc is read by laser rather than by magnetic heads.

chipboard: A single-ply cardboard, usually grey or brown, made from mixed repulped paper stock. Chipboard is used to protect items such as tabbed divider sets and front covers during material handling and transportation.

coated stock: Paper that has had a liquefied clay filler applied to make a smoother surface.

corner stapling: A style of binding in which a wire staple is passed through the upper left-hand corner of sheets of paper to hold them together.

cover stock: A heavy weight stock commonly used for covers, tabbed dividers, spine inserts, and similar applications.

Cromalin proof: A proofing method used to show the full range of colors that print using four-color process printing. (See also *four-color process printing*.)

CSO: An acronym for Customer Solution Organization.

demand printing: The printing of a document only when there is a requirement (demand) for it.

diapositive: See *reverse*.

drilling: The process of boring holes in paper so sheets fit over posts of ring binders.

DSWIFT: An abbreviation for the Distributed Software Information Forecast and Tracking system, which is the primary tool that manufacturing uses to gather product information from Engineering and product sponsors.

easel-back binder: A binder, the lower half of which folds backward to enable a customer to stand it on the desk.

errata: A page or pages printed to correct errors found in an existing document.

ESSB: An acronym for European Software Supply Business.

FCS: An acronym for first customer ship. FCS is the date on which a product will be available for shipment from a business group to a customer for the first time.

film master: A film master is a positive or negative image of the camera-ready copy (CRC) that is produced by the film supplier on Cronar-type film and matches the camera-ready copy exactly, both in content and quality.

film supplier: The supplier responsible for producing the film masters.

finished size: For folded documents, the size of the printed material after it is folded. (See also *trim size.*)

flat printing: The printing of artwork using standard PMS inks. Flat printing uses the inks to achieve solid or screened ink colors; graduated tonal values are not possible. (See also *PMS ink colors.*)

flat size: For folded documents, the size of the printed material before it is folded.

flush cover: See *nontabbed cover.*

flush divider: See *nontabbed divider.*

foldout: A folded right-hand page within a manual that is larger than the other pages. The reverse side is always blank.

four-color process printing: The printing of full color photos and artwork using a photo-mechanical separation process. Process printing uses cyan, magenta, yellow, and black to achieve a full range of colors and tonal values.

front matter: The front matter of a document includes the title page, the copyright page, the table of contents, the forward (if applicable), and the preface. The front matter may also include ordering information.

FRS: An acronym for first revenue ship. First revenue ship is the first date on which Digital will ship the product and will receive payment.

gate-folding: A standard method of folding a sheet into six pages or panels.

GBC binding: A prepunched document/cover combination that has a plastic, full-length, ring retainer inserted for capturing the contents.

GIA: An acronym for General International Area.

gloss varnish: A thin, clear coating applied during the printing process to protect the ink or paper from soiling or fingerprinting. Varnish also enhances the brilliance of ink.

GZ kit: A "documentation only" software kit part number variation (Qx-xxxxx-GZ).

head-to-foot: Text pages that back each other on a single sheet and are of the opposite orientation. Flip-chart or turn-page books are examples of head-to-foot printing.

head-to-head: Text pages that back each other on a single sheet and are of the same orientation.

horizontal orientation: A page that is wider than it is tall as it is read.

ISV: An acronym for Independent Software Vendor.

integral proof: An integral proof is made by exposing separated four-colored process negatives onto a special substrate material that gives a facsimile of the final four-color process printing.

landscape orientation: See *horizontal orientation.*

locator page: A place-holding page inserted within the body of a manual to show where to insert a tabbed divider. The locator page itself is removed once the tabbed divider is inserted.

matte thermography: A printing process that creates a raised surface. Wet ink is dusted with a special compound and then passed under a heater. The ink absorbs this compound and swells to produce a raised surface.

midrange grey: The standard color (PMS 403) for Digital documentation covers, ring binders, spine inserts, and slipcases. Matches Digital color 092-0000-217 (midrange grey) per *DEC STD 092-5 Finish and Color Standard - Digital Color List*.

nontabbed cover: A cover with the same trim size as the text pages.

nontabbed divider: A divider with the same trim size as the text pages.

opacity: The nontransparent property of paper that prevents or reduces light transmission and ink show-through of printed material.

opaque paper: Offset paper that has a white filler pigment (titanium dioxide) added during the manufacturing process to increase opacity and brightness.

overlay proof: A proof made by exposing light through stripped-up negatives onto light-sensitive, colored film gels that record the exact image that is on the negative. A wide range of colored gels is available to approximate the ink color to be printed.

panel: A section of a folded card corresponding to a page in a book.

part divider: A divider used to separate the parts of a manual.

perfect binding: Binding in which all pages are trimmed at the binding edge and held together by glue. Telephone directories and paperback books are examples of perfect binding.

plate finish: A hard polished surface on paper produced by applying pressure as the paper passes over polished metal plates or rollers.

PMS ink colors: The U.S. printing industry standard for ink color identity. The standard is based on the Pantone Matching System.

PMS 403: PMS ink color identification used in printing for midrange grey ink. Digital's modified version of PMS 403 is 092-0000-217 (midrange grey) per *DEC STD 092-5 Finish and Color Standard - Digital Color List*.

point:

- In paper terms, a measurement that indicates the caliper or thickness of a given paper stock. (See also *9-point stock, 10-point stock, 12-point stock.*)
- In printing, a unit of measure used principally for designating sizes of type faces. There are 12 points to one pica; there are approximately 72 points in an inch.

portrait orientation: See *vertical orientation.*

PPI: Pages per inch. PPI varies depending on the paper stock used.

Printspec program: Digital's online software tool that allows publications groups to enter print specification information electronically.

punching: The process by which small round or rectangular holes are punched along the binding edge of a document to allow wire-O, spiral, or plastic comb binding.

reproduction delivery date: The date on which a publication group delivers a reproduction package to the film supplier so that the film mastering process can begin.

reverse: The process by which type matter or graphics are reproduced to show the underlying paper stock rather than a colored ink. If the underlying paper stock is white, reversed material shows as white. Same as *diapositive*.

ring-binding: Drilled documentation which is temporarily shrinkwrapped and housed in binders with metal ring mechanisms.

saddle stitching: A style of binding in which pages are fastened together by wire stapling through the middle folds of the sheets. All saddle-stitched manuals must have a total page count that is divisible by four. Also known as saddle-wire stapling.

salt print: A proof made from stripped negatives to show all text and graphic elements to be printed. Salt prints, brownish in color, are made by exposing a light source through the film negatives or positives onto a light-sensitive paper which duplicates the image that appears on the film. (See also *blue line.*)

score: To physically impress or indent a mark with a string or metal rule in the paper to make folding easier.

SD&D: An acronym for Software Duplication and Distribution. SD&Ds are the GIA software manufacturing areas.

sheet: Term to represent both sides of a piece of paper. Thus, each text sheet represents two pages.

shrinkwrap: A thin, clear plastic material wrapped around manuals to hold unbound pages together and to protect manuals from scratching or soiling during handling, assembly, storage, and distribution.

smooth finish: The finish put on paper stock by passing the paper between cast-iron rollers during the paper-making process. (See also *coated stock.*)

SPD: An acronym for Software Product Description—the legal document for licensed Digital software products describing all important functional characteristics of a product.

spine insert: Information printed on card stock for insertion into the spine insert holder located on the spine of a ring binder. Spine inserts identify the manuals included in the binder.

SSB: An acronym for Software Supply Business. ESSB is the European Software Supply Business.

submission date: The date on which the last film pack of a product is verified and the product is declared to be manufacturable.

tab bank: The number of tabs in a single row without repeating tab positions.

tabbed dividers: Pages of a document printed on cover-weight stock to separate chapters and sections within a manual. The tabbed extensions make it easier to locate chapters and sections.

tabbed front cover: A manual cover that has a die-cut or straight-cut extension that is larger than the trim size of the text.

tab extension: The die-cut portion of a tabbed cover or divider set that extends outside the trim size of the manual.

text stock: Paper used for the body of a manual, excluding the cover.

trim size: The finished size of a document after it has been bound or folded and trimmed on the top, bottom, and right to meet specifications.

uncoated: Paper stock made without the addition of fillers and clays where heavy ink coverage in printing is not required.

USSSB: An acronym for United States Software Supply Business.

vertical orientation: A page that is taller than it is wide as it is read.

wire-O binding: A binding where a continuous double series of wire loops run through punched slots along the binding edge of a book.

WZ kit: An "in-warranty customer update" software kit part number variation (Qx-xxxxx-WZ).

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